



PLANNING, BUILDING AND DEVELOPMENT

Noel C. Taylor Municipal Building
215 Church Avenue, SW, Room 166
Roanoke, Virginia 24011
540.853.1730 fax 540.853.1230
planning@roanokeva.gov

May 14, 2015

Ms. Katherine Coffield, Vice Chair
and Members of the Architectural Review Board
Roanoke, Virginia

Dear Members of the Board:

Subject: Request from 10 East Church, LLC, represented by Blue Ridge Sign, to install a 30" by 15" projecting oval-shape aluminum sign with a decorative bracket having a clearance of 112" from city sidewalk per submitted drawing at 10 Church Avenue, S.E.

Background:

The subject property is located within the Downtown Historic Overlay District (H-1) and new signs require a review and approval by the ARB.

The applicant requests approval of an oval-shape projecting sign hanging from a decorative metal bracket. The proposed aluminum sign will have a red color background with a mat finish white lettering. The sign size, its location and clearance above the existing city sidewalk are in compliance with the H-1 Design Guidelines.

Findings:

The H-1 Architectural Design Guidelines recommend the following:

Types of Signs

Hanging or projecting signs: Double-sided panel (total sign area equal twice face area); generally the most visible to motorists and pedestrians.

Number and Size

Check the city zoning requirements on the number and size of signs. Do not exceed one square foot of total sign area per linear foot of building frontage for all uses in any commercial building.

Limit the number of signs for each storefront or ground-floor business in a building to two, with not more than one sign-considered the primary sign-being one of the following:

- cornice sign,
- flat wall sign,
- Transom sign,
- Hanging or projecting sign, or
- Awning sign.

The secondary sign may be a window sign. A total of two window signs may be used in conjunction with a primary sign when:

- The location of the store entrance separates the display window into two parts or
- The combined area of the proposed window signs is smaller than the primary sign.

Location

- Locate hanging signs at or below the storefront cornice for a ground floor business, but no higher than 15' above the ground. Hanging signs may also be located at the piers or in front of recessed entry. Be considerate not to block the view of neighboring signs.
- Maintain a minimum clearance for all hanging signs of 8' above the sidewalk.
- Maintain a maximum projection of 4' for hanging signs.

Design and Shape

Use horizontal signs at cornice sign bands and transoms, more compact shapes generally are suitable for hanging and wall signs.

Material

Use painted wood for most panel signs. Use marine-grade plywood or high-density wood composites with banded edges to prevent moisture penetration. Applied molding or routed edges can add additional character.

Color

Choose simple color schemes for painted signs using no more than three colors that relate to the overall color scheme of the building.

Lettering

Choose simple lettering for commercial signs that is:

- Easy to read,
- Appropriate to the character of the business, and
- Compatible with the architecture of the building.

Attachment

Attach signs to buildings inconspicuously and in a manner that will do the least permanent damage to building materials.

Use attractive supports and hardware to mount all signs, particularly hanging signs.

Design Application Review Committee comments:

- None

Staff Comments:

The proposed sign complies with the zoning regulations. The sign size, its location and clearance above the existing city sidewalk are in compliance with the H-1 Design Guidelines.

Therefore, staff recommends approval of the application, as proposed.

A handwritten signature in black ink, appearing to read 'Parviz Moosavi', with a long horizontal stroke extending to the right.

Parviz Moosavi, ARB Agent

Coleen?

H-1, Historic Downtown Overlay District
Application for Certificate of Appropriateness



ROANOKE
RECEIVED

Date of Application: 4-15-15
Site Address: 10 Church Ave, SE
Property Owner:

APR 15 2015

Name: 10 East Church, LLC

Address: 10 Church Ave. SE

CITY OF ROANOKE
PLANNING BUILDING &
DEVELOPMENT

City: Roanoke

State: Va.

Zip Code: 24011

Phone Number: 540-342-6001

E-Mail: C.Venable@spectrum.pc.com

Owner's Representative (if applicable):

Name: Blue Ridge Sign and Stamp

Address: 6446 Peters Circle Rd.

City: Roanoke

State: VA

Zip Code: 24019

Phone Number: 540-777-5456

E-Mail: Karen@signandstamp.com

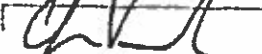
Application prepared by: Karen Gray

Project Type: ☐ Painting ☐ Lighting ☐ Awnings and Canopies ☐ New Construction ☒ Signs ☐ Windows and Doors
☐ Storefront ☐ Roof, Cornice or Parapet ☐ Demolition ☐ Other:

*PLEASE USE ATTACHED SHEET FOR PROJECT DESCRIPTION.

Acknowledgement of Responsibility.

I understand that all applications requiring review by the ARB must be complete and must be submitted before application deadlines; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable city regulations and to pursue this project in strict conformance with the plans approved by the ARB. I understand that no changes are permitted without prior approval by the City.

Signature of Property Owner:  CHRIS VENABLE

Date: 4/14/15

Section Below to be Completed by Staff

Certificate Number:

Approval By: ☒ ARB ☐ Agent

Tax Parcel Number:

4011307

Other approvals needed:

☐ Zoning Permit

☐ BZA/Planning Commission

Base Zoning District:

☐ Building Permit

☐ Other

Agent, Architectural Review Board:

Date:

Member, Architectural Review Board:

Date:

H-1. Historic Downtown Overlay District
Detailed Project Description



Site Address:

10 Church Ave. SE

Property Owner:

10 East Church, LLC

080 Aluminum sign, cut to oval, installed
on scroll bracket. Scroll bracket to be bolted
to building.

Sign to be 15" x 30".

Project
Description.

Additional information to be submitted:

☐ Photographs ☐ Site Plan ☒ Elevation Drawings ☐ Sample, Photograph, or Catalog Pictures of Proposed Material

☐ Other: _____

OPTION #3



Coler?

H-1, Historic Downtown Overlay District Application for Certificate of Appropriateness



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RECEIVED**

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Application prepared by: Karen Gray

Project Type: ☐ Painting ☐ Lighting ☐ Awnings and Canopies ☐ New Construction ☒ Signs ☐ Windows and Doors
☐ Storefront ☐ Roof, Cornice or Parapet ☐ Demolition ☐ Other: _____

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Signature of Property Owner: Chris Venable

Date: 4/14/15

Section Below to be Completed by Staff

Certificate Number:	Approval By: <input type="checkbox"/> ARB <input type="checkbox"/> Agent
Tax Parcel Number:	Other approvals needed:
Base Zoning District:	<input type="checkbox"/> Zoning Permit <input type="checkbox"/> BZA/Planning Commission
	<input type="checkbox"/> Building Permit <input type="checkbox"/> Other _____
Agent, Architectural Review Board:	Date: _____
Member, Architectural Review Board:	Date: _____

H-1. Historic Downtown Overlay District
Detailed Project Description



Site Address:

10 Church Ave. SE

Property Owner:

10 East Church, LLC

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on scroll bracket. Scroll bracket to be bolted
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Sign to be 15" x 30".

Project
Description.

Additional information to be submitted:

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PLANNING, BUILDING AND DEVELOPMENT AGENDA ITEM IV. A.

Noel C. Taylor Municipal Building
215 Church Avenue, SW, Room 166
Roanoke, Virginia 24011
540.853.1730 fax 540.853.1230
planning@roanokeva.gov

May 14, 2015

Ms. Katherine Coffield, Vice Chair
and Members of the Architectural Review Board
Roanoke, Virginia

Dear Members of the Board:

Subject: Request from Dr. Steven Rosenoff, represented by Mr. John S. Edwards, Esq., to approve already installed 7'x 8' roll-down enclosures attached to the inside face of the two existing awnings on the west side of the building at 202 Market Square S.E.

Background:

The subject property at 202 Market Street, S.E., is located within the City Market District of the H-1 Historic Downtown Overlay District. The ground level of this two-story historic structure is currently occupied by "Stefano's, On the Market."

The applicant installed two roll-down enclosures to provide protection for restaurant guests using the outdoor dining area on the west side of the restaurant. A City Code Enforcement Inspector advised the Agent to the Architectural Review Board that the enclosure was in place without an approved certificate of appropriateness (COA). The ARB Agent contacted the owner's representative and advised him that a COA application needed to be submitted for review by the ARB.

On December 17, 2015, the ARB reviewed and denied the applicant's request to maintain the roll-down enclosures. The applicant appealed the ARB decision to the City Council.

On March 16, 2015, the City Council remanded the request back to the ARB (see attached report).

On March 23, 2015, Mr. Derek Cundiff, ARB Chairman, and Mr. Frederick Gusler, Senior Planner with the City Planning Department, met with Mr. John Edwards, applicant representative, on-site and discussed the ARB previous considerations and answered Mr. Edwards' questions.

Findings:

The H-1 Architectural Design Guidelines recommend the following:

Storefronts

The street-level storefront is the most noticeable portion of a commercial building's façade. Its purpose is to:

- allow goods to be displayed to the public,
- provide daylight into shop interior,
- offer a welcoming entry for shoppers.

Important Considerations

- Transparency is essential to the character of a commercial storefront.
- The traditional commercial storefront is the appropriate ground-floor expression for the vast majority of downtown Roanoke's commercial buildings.
- A successful storefront reflects the architectural character of the commercial building to which it belongs, as well as the individual character of the business it serves.

Guidelines for Preservation & Rehabilitation

Retaining Important Features

Identify and retain important features and materials, such as:

- distinctive display windows and/or freestanding display cases,
- transom windows, especially those with prism or leaded glass,
- window transparency,
- decorative storefront cornices,
- columns or pilasters (flat columns attached to a wall),
- decorative medallions, moldings, or other details.

Appropriate Storefront Rehabilitation Materials

- Keep storefronts transparent, using a single large sheet of glass for display windows rather than several small panes. Panes should not be covered on the building interior or exterior.
- Use display windows effectively to represent the commercial use of the ground floor. Even if the business does not require merchandise displays, find attractive and interesting ways to show the public the kind of services offered.

Awnings and Canopies

Location, Size and Proportion

Do not obscure or destroy decorative details of the façade, such as:

- decorative brick or tile work,
- transoms,
- storefront piers, and

Proportion an awning so that it has:

- an 8-foot clearance to the sidewalk,

Staff Comments:

The rolled-down enclosures are attached to the frames of the existing awnings and therefore become part of the awnings. The H-1 Design Guidelines points out the importance of the street-level storefronts in Downtown Roanoke to be transparent and allow display of goods. In addition the Design Guidelines emphasizes the use of awnings without obstructing decorative details of the historic building facades.

The installed roll-down enclosures, once fully rolled down, are inconsistent with the H-1 Design Guidelines, because they:

- Obscure decorative elements and character defining features of the building facade
- Prevent storefronts from being transparent
- Interfere with the function of the storefront to:
 - allow goods, to be displayed
 - provide daylight inside and
 - offer a welcoming entry for shoppers.
- Prevent the existing awnings from complying with the 8 foot clearance to the sidewalk

Therefore, staff recommends denial of the applicant's proposal.



Parviz Moosavi, ARB Agent



PLANNING, BUILDING AND DEVELOPMENT

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planning@roanokeva.gov

AGENDA ITEM IV. B.

May 14, 2015

Ms. Katherine Coffield, Vice Chair
and Members of the Architectural Review Board
Roanoke, Virginia

Dear Members of the Board:

Subject: Request from Robert Scrimshaw, represented by Robert Eanes with Calico Enterprises, LLC, to alter the building façades by replacing existing wood double-hung windows on all sides and replace existing storm windows on the enclosed front porch with existing wood windows and install wood siding on the enclosed front porch at 355 Elm Avenue, S.W.

Background:

The subject property is located within the H-2 Historic Overlay District. All exterior alterations require ARB approvals. The applicant had recently received ARB approval for making improvements to the rear façade of the structure. The applicant is proposing additional exterior building alterations listed below:

1. **West Façade**
Replace two existing, two-over-two pane, windows (#1 & #2 marked on the floor plan) with two new, two-over-two pane, wood double-hung PlyGem windows of the same size.
2. **Front (South Façade)**
 - a. Replace one existing, two-over-two pane, windows (#3 marked on the floor plan) with one new, two-over-two pane, wood double-hung PlyGem windows of the same size.
 - b. Existing window (#4 marked on the floor plan) proposed to remain.
 - c. Remove five existing aluminum frame storm windows and install 3 three-over-one pane wood windows, on the front façade of the enclosed porch and fill in the gaps with siding to match existing. These three windows were found/stored in the house (believed to be part of the later addition to the rear of the house and were removed at a later date). The existing storm door to remain as is.

3. East Façade
 - a. Existing window (# 5 marked on the floor plan) is proposed to be replaced with a new, two-over-two pane, wood double-hung PlyGem window of same size.
 - b. Existing window (marked # 6 on the floor plan) is proposed to be relocated to the east side of the enclosed front porch after the removal of the two existing storm windows on the enclosed porch.
 - c. Install a new, two-over-two pane, wood double-hung PlyGem window to replace window #6. This new window will match the height of other windows on this façade; however, it's window sill will be raised approximately one foot to be aligned with an interior kitchen counter top backsplash.
4. Rear (North Façade)

Remove two existing four-over-one pane wood double-hung windows and replace them with a new, two-over-two pane, wood double-hung PlyGem window.

Findings:

The H-2 Guidelines for Basic Design Principles recommend:

- Maintain original materials and features that characterize a building and make it unique. Architectural materials and features are considered significant if they:
 - are original,
 - reflect a particular architectural style,
 - are examples of quality craftsmanship or design, or
 - reflect changes associated with a major event in the history of the building.

The H-2 Architectural Design Guidelines for Windows and Doors recommend:

Replacing Existing Windows

- If a limited area or numbers of windows are damaged or deteriorated, repair with compatible materials is recommended rather than the removal and replacement of the window. Replace entire windows *only* when they are missing or beyond repair.
- If owners choose to remove and replace their historic windows they must first present sufficient physical and photographic evidence and information to the ARB regarding the condition of the existing windows and the feasibility of repair, replacement in kind, and replacement with new materials. Replacement should be based upon physical evidence and photo documentation rather than the availability of stock or replacement windows.
- If historic windows need to be replaced, consider only the replacement of the sash units themselves and not the entire window frame or surround.

- If replacement is warranted based upon severe deterioration of sashes or framing, window sash and glazing sizes may not be reduced more than 10% from the original sash and glazing size. Proper documentation of the proposed reduction in size (square inches) is required.
- Do not use inappropriate materials or finishes that radically change the sash or glazing size, depth of reveal, muntin configuration, reflective quality or color of the glazing, or appearance of the frame. Appearance of the finished window is the paramount concern. Steel, vinyl or fiberglass seldom match the appearance of wood, and they do not lend themselves to the application of added detailing.
- If replacement is warranted, use replacement windows with true divided lites or interior and exterior fixed muntins with internal spacers (known as simulated divided lites) to replace historic or original windows.
- False muntins and internal removable grilles do not present a historic appearance and are not appropriate.

Design Application Review Committee comments:

- The committee appreciates the proposed re-use of the 3, three-over-one pane, windows in front. However, these windows seem to be inconsistent with other visible windows on the house. Suggestion was made to install new two-over-two pane or one-over-one pane windows on enclosed front porch and match the height and the size of the existing storm windows.
- Provide documentation to show existing windows are beyond repairs to warrant their replacements.
- Use squared lattice for the replacing the existing diagonal lattice in front and side of the enclosed porch.

Staff Comments:

Staff concurs with the DARC comments and supports the proposed removal of the storm windows and their replacements with new, one-over-over pane, PlyGem windows of the same size as the storm windows. However, all other existing windows seem to be in good to fair conditions and could be preserved. In addition, the window # 6 marked on the floor plan could be saved as is and at the same time accommodate alteration of the interior layout of the house.

Therefore, staff recommends denial of the applicant's request to remove and/or replace the existing windows with the exception of the removal and replacement of the existing storm windows, with new one-over-one pane, wood double-hung PlyGem windows.

Prepared and submitted by:



Parviz Moosavi, Agent

H-2, Historic Neighborhood Overlay District
Application for Certificate of Appropriateness

Date of Application: 4 22 2015

Site Address: 355 Elm

Property Owner:

Name: Robert Scrimshaw

Address: 6215 Prospect terrace

City: Alexandria

State: VA

Zip Code: 22310

Phone Number: 703 960 8940

E-Mail: Calico - LLC @ Cox.Net

Owner's Representative (if applicable):

Name: Robert Eanes

Address: 3249 Hastings Rd.

City: Roanoke

State: VA

Zip Code: 24018

Phone Number: 540 529 6221

E-Mail: Calico - LLC @ Cox.Net

Application Prepared By:

Current Use: ☒ Single-Family ☐ Two-Family (Duplex) ☐ Multifamily ☐ Townhouse ☐ Commercial

If Commercial, Describe Use:

Project Type: ☐ Roof ☒ Porch ☒ Windows and Doors ☐ New Construction ☐ Signs ☐ Walls and Fences
☐ Parking and Paving ☐ Demolition ☐ Other:

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Signature of Property Owner:

Date: 4-22-2015

Section Below to be Completed by Staff

Certificate Number:

Tax Parcel Number:

Base Zoning District:

Approval By: ☐ ARB ☐ Agent

Other approvals needed:

☐ Zoning Permit

☐ BZA/Planning Commission

☐ Building Permit

☐ Other

Agent, Architectural Review Board:

Date:

H-2, Historic Neighborhood Overlay District Detailed Project Description

Site Address:

355 Elm Ave

Property Owner:

Robert Scrimshaw

Project
Description:

Amend Previous Request From Last month to
Ref
CO150054
~~Remove~~ Remove storm windows on front^{of} porch and Replace
with 3 original windows Recovered From House

Remove Kitchen window on east side of House and
Reinstall it onto side of Porch

Install New Plygem wood window two over two in Place
of Removed Kitchen window in same size only Raised to
match the Height~~of~~ of the existing Large window on
the east side since current window sills are Not at
same Height

Window 1 on West Side Facing Brick wall which is
obvious in Photo. Request to Replace with New Plygem
Wood window two over two For safety and Energy Eff.
window to be exact same size and exterior trim To be maintained

Window 2 same as 1

Window 3 twin windows of rear of home "North Side"
Request to Replace with ~~one~~ one window Centered in
space to Balance with other "New" window on Rear
Replace with Plygem wood two over two

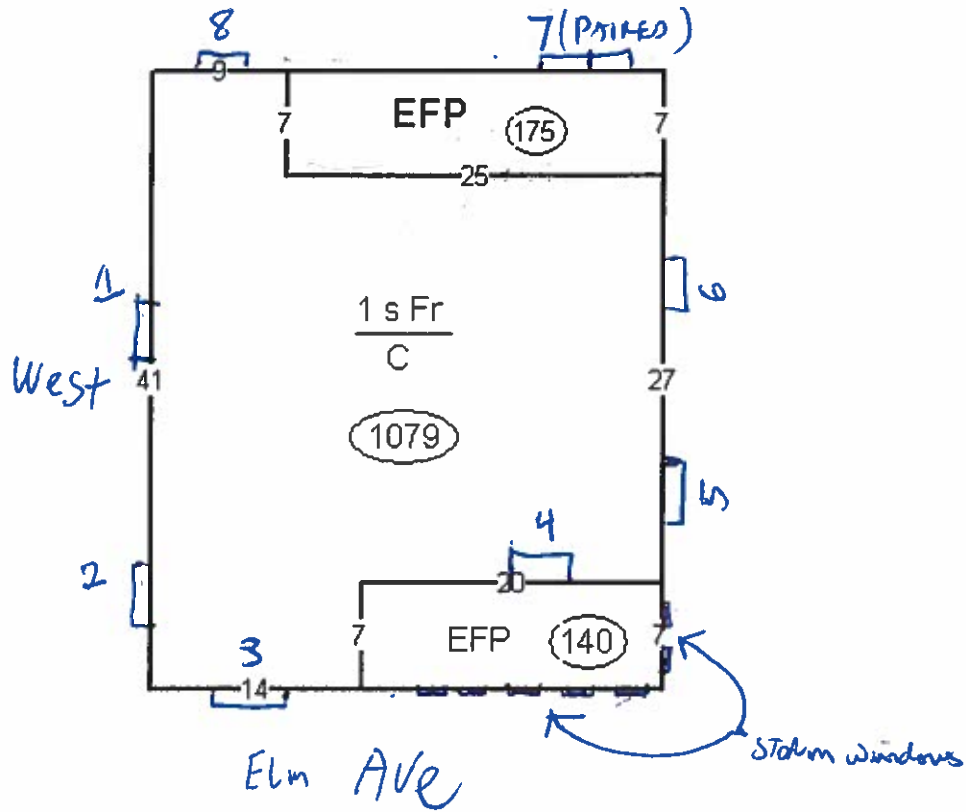
Additional information to be submitted:

☒ Photographs ☐ Site Plan ☐ Elevation Drawings ☐ Sample, Photograph, or Catalog Pictures of Proposed Material

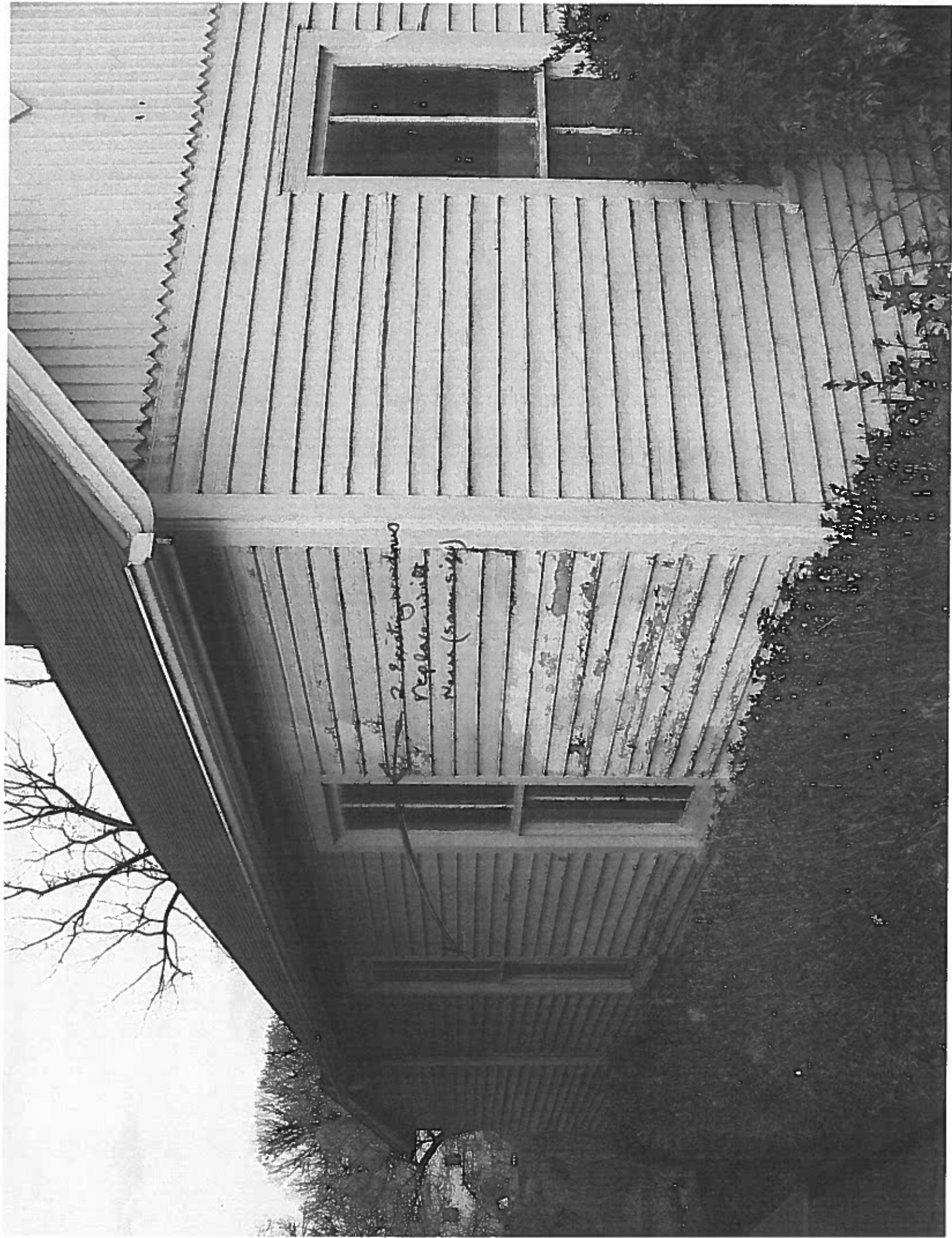
☐ Other:

355 Elm
North

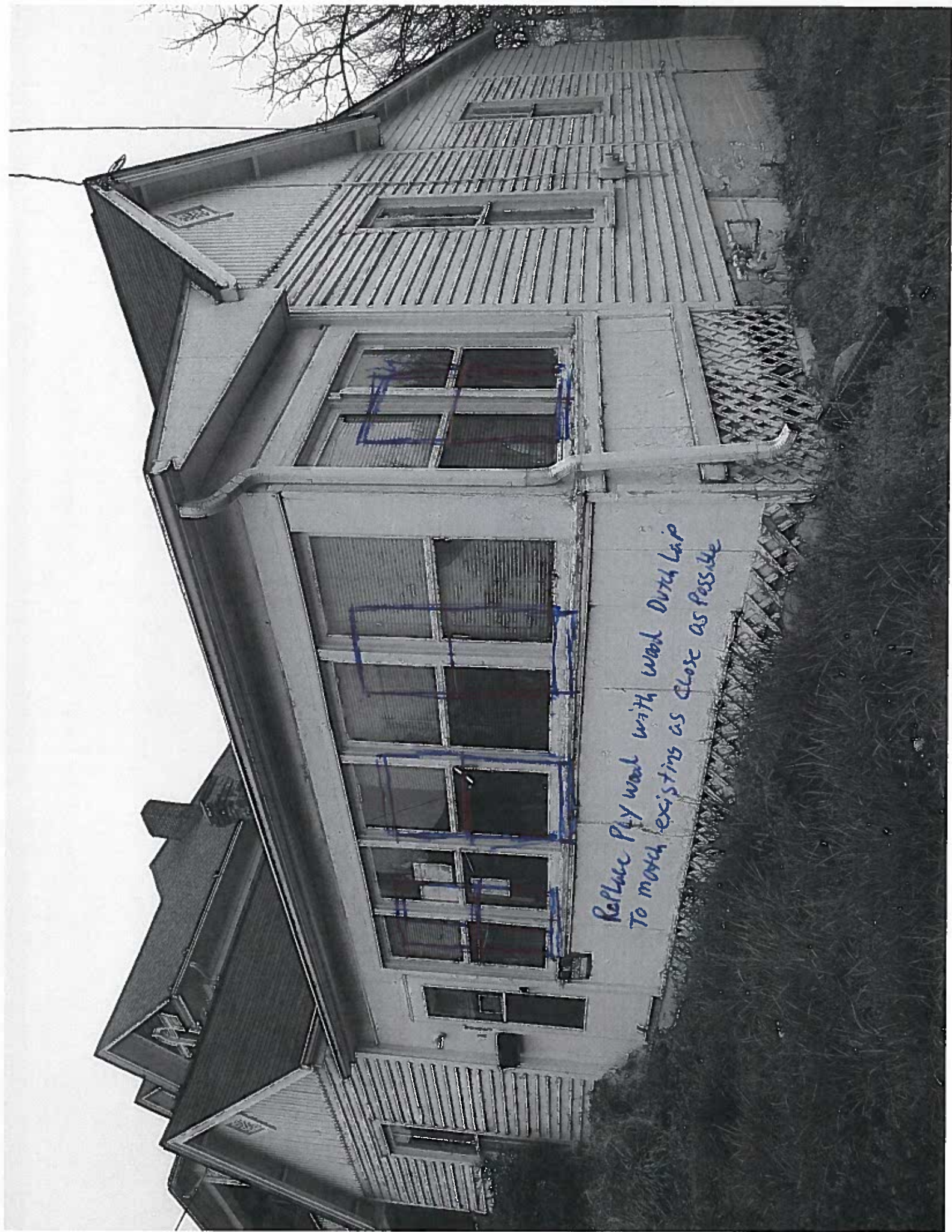
Brick APT. Build



South

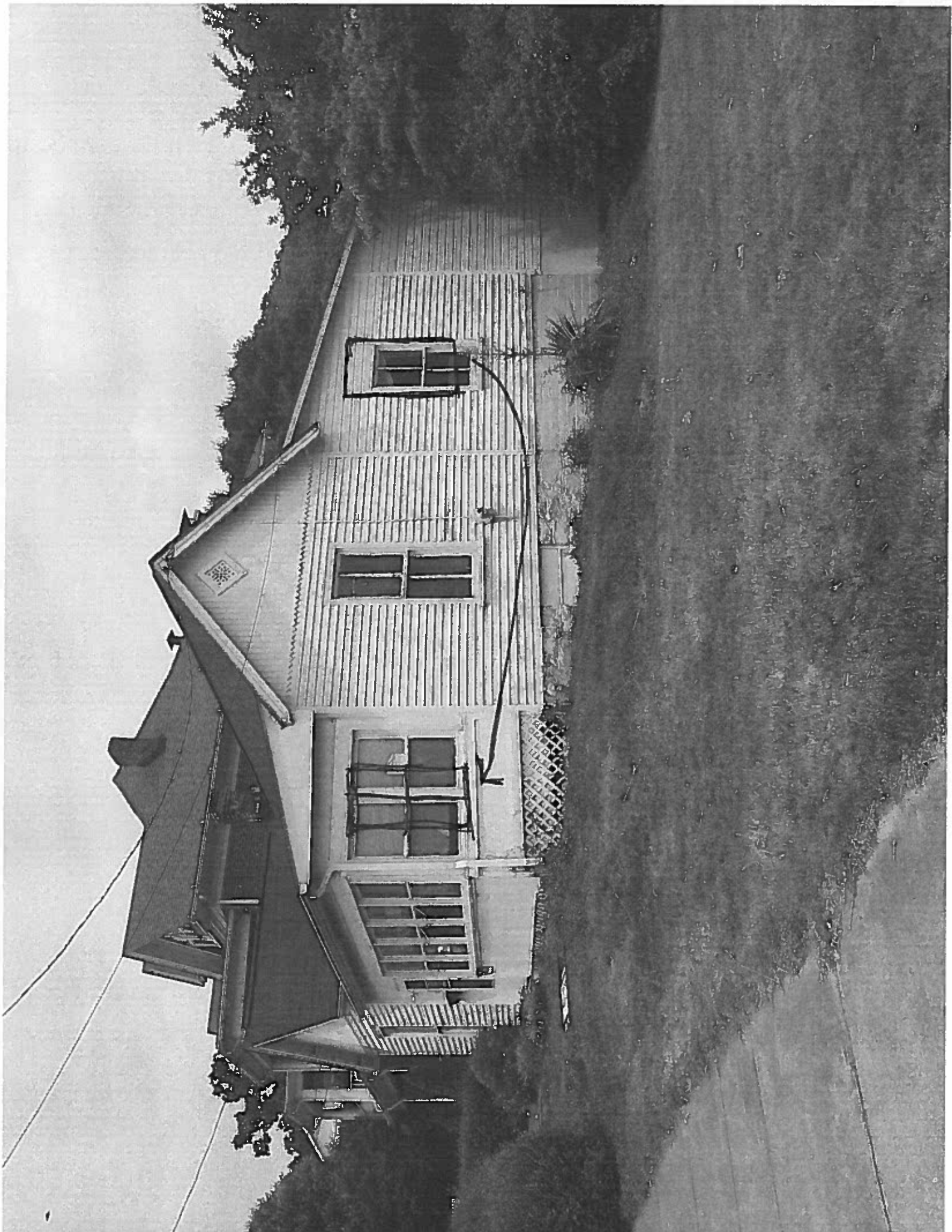


2 existing windows
Replace with
New (same size)



Replace Ply wood with wood Dutch Lap
To match existing as close as possible







H-2, Historic Neighborhood Overlay District Submittal Requirements Checklist

[Complete Form & Click Here to Submit Electronically](#)

[Print Form](#)

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APR 22 2015

CITY OF ROANOKE
PLANNING BUILDING &
DEVELOPMENT

The following must be submitted for **all** applications:

- ☐ A *completed* application form and checklist. Applications will be deemed incomplete without owner signature.
- ☐ A brief project description of work including how the proposed architectural or site alterations are consistent with the ARB Guidelines for the subject Historic District. If historic materials are being replaced rather than repaired, please provide justifications.
- ☐ Photographs showing the current conditions of the specific project site.

For **windows, doors, roofs and porches**, the following must be submitted:

- ☐ Scaled elevation drawings showing proposed alteration. If proposing to return building to an earlier appearance, please provide supporting documentation for the request (i.e. historic photograph).
- ☐ Photograph, sample or catalog picture of proposed building material.

For **walls and fences**, the following must be submitted:

- ☐ Site plan showing the proposed location of the fence.
- ☐ Photograph or elevation drawing of fence design.
- ☐ Sample, photograph or catalog picture of proposed material.

For **new construction**, the following must be submitted:

- ☐ Site plan, including property lines, roadways, footprint of buildings and structures, paving etc.
- ☐ Scaled elevation drawings of all sides of proposed building/addition.
- ☐ Samples, photographs or catalog pictures of building materials.

For **parking/paving**, the following must be submitted:

- ☐ Site plan showing proposed location of new paving surface.
- ☐ Photograph, sample or catalog picture of proposed building material.

For **signs**, the following must be submitted:

- ☐ Freestanding: A site plan showing the proposed location of the sign
- ☐ Building Mounted: Photograph or scaled drawing of elevation on which the proposed sign will be located.
- ☐ Photograph or scaled drawing of the proposed sign, identifying materials, color, lettering (size and style), and wordage.
- ☐ Specifications of sign brackets, mounting hardware and lighting, if applicable.

For **demolition**, the following must be submitted:

- ☐ Justification for demolition, including structural evaluation and cost estimates for rehabilitation.

For **other items**, please refer to a like category.

**Note: If applying by e-mail please include the above items as an attachment.*

Department of Planning Building and Development

Room 166, Noel C. Taylor Municipal Building
215 Church Avenue, S.W.
Roanoke, Virginia 24011
Phone: (540) 853-1730 Fax: (540) 853-1230

ARB Agent

Frederick Gusler, Senior City Planner
Phone: (540) 853-1104
E-mail: frederick.gusler@roanokeva.gov

Please remember...

The COA does not relieve the property owner from the responsibility of obtaining any other required permits. A copy of the Certificate must be submitted to the Development Assistance Center (DAC) for permitting. For more information contact the DAC at 853-1090. It is strongly suggested that you do not order or purchase any materials until ARB approval and required City permits are obtained.

H-2, Historic Neighborhood Overlay District

Application for Certificate of Appropriateness

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RECEIVED

APR 22 2015

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Address: 6215 Prospect terrace

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State: VA

Zip Code: 22310

Phone Number: 703 960 8940

E-Mail: Calico - LLC @ Cox.Net

Owner's Representative (if applicable):

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Address: 3249 Hastings Rd.

City: Roanoke

State: VA

Zip Code: 24018

Phone Number: 540 529 6221

E-Mail: Calico - LLC @ Cox.Net

Application Prepared By:

Current Use: ☒ Single-Family ☐ Two-Family (Duplex) ☐ Multifamily ☐ Townhouse ☐ Commercial

If Commercial, Describe Use:

Project Type: ☐ Roof ☒ Porch ☒ Windows and Doors ☐ New Construction ☐ Signs ☐ Walls and Fences
☐ Parking and Paving ☐ Demolition ☐ Other:

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☐ Building Permit ☐ Other

Agent, Architectural Review Board:

Date:

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Site Address:

355 Elm Ave

Property Owner:

Robert Scrimshaw

Project
Description:

Amend Previous Request From Last month to
Ref
C0150054
~~Remove~~ Remove storm windows on Front^{of} Porch and Replace
With 3 original windows Recovered From House
Remove Kitchen window on east side of House and
Reinstall it onto side of Porch
Install New Plygem wood window two over two in Place
of Removed Kitchen window in same size only raised to
match the Height~~s~~ of the existing Large window on
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Window 1 on West Side Facing Brick Wall which is
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Wood window two over two For safety and Energy Eff.
window to be exact same size and exterior trim To be maintained
Window 2 same as 1
Window 3 twin windows of rear of home "North Side"
Request to Replace with ~~one~~ one window Centered in
space to Balance with other "New" window on Rear
Replace with Plygem wood two over two

Additional information to be submitted:

☒ Photographs

☐ Site Plan

☐ Elevation Drawings

☐ Sample, Photograph, or Catalog Pictures of Proposed Material

☐ Other:



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planning@roanokeva.gov

AGENDA ITEM IV. C.

May 14, 2015

Ms. Katherine Coffield, Vice Chair
and Members of the Architectural Review Board
Roanoke, Virginia

Dear Members of the Board:

Subject: Request from Robert Scrimshaw, represented by Robert Eanes with Calico Enterprises, LLC, to alter the rear, first level, façade of the house by providing four new windows to match the upper level, remove a door and relocate another at 905 Ferdinand Avenue, S.W.

Background:

The subject property is located within the H-2 Historic Overlay District. All exterior alterations require ARB approvals. The main structure consists of a red brick façade and the rear addition has a lap siding. The applicant is proposing to convert a three-unit residential structure to a single-family home. The rear portion of the first level is being proposed as a new kitchen. The proposal includes the following exterior building alterations:

1. North (rear) Façade
Install three new wood double-hung PlyGem windows as shown on the photo. Window sills are proposed at a height to accommodate counter top backslash within the kitchen inside. Relocate the existing door a couple of feet to the east. Fill in the wall space with wood siding to match existing.
2. West Façade
Remove an existing door and install a new, one-over-one pane, double-hung PlyGem window, centered on this façade. Window sill is proposed at a height to accommodate counter top backslash within the kitchen inside. Fill in the wall space with wood siding to match existing.

Findings:

The H-2 Guidelines for Basic Design Principles recommend:

- Maintain original materials and features that characterize a building and make it unique. Architectural materials and features are considered significant if they:
 - are original,
 - reflect a particular architectural style,
 - are examples of quality craftsmanship or design, or
 - reflect changes associated with a major event in the history of the building.

The H-2 Architectural Design Guidelines for Windows and Doors recommend:

- Windows and doors are especially important in rehabilitations. Their size, shape, pattern, and architectural style not only provide architectural character but give a building much of its scale, rhythm, and detail.

GUIDELINES FOR PRESERVATION AND REHABILITATION

- New windows should be consistent with historic windows in their size, configuration, and profile.

Design Application Review Committee comments:

- Provide specs on the new proposed windows.

Staff Comments:

Staff concurs with the DARC comment. Staff provided the applicant with the DARC comment and will expect the specs to be provided at the meeting.

Staff recommends approval of the application as proposed, pending on the new window specs to be provided by the applicant at the meeting.

Prepared and submitted by:



Parviz Moosavi, Agent

H-2, Historic Neighborhood Overlay District

Application for Certificate of Appropriateness

RECEIVED

APR 22 2015

Date of Application: 4 22 2015

Site Address: 905 Ferdinand SW

Property Owner:

CITY OF ROANOKE
PLANNING BUILDING &
DEVELOPMENT

Name: Robert Scrimshaw

Address: 6215 Prospect Terrace

City: Alexandria

State: VA

Zip Code: 22310

Phone Number: 703 960 8940

E-Mail: Calico - LLC @ Cox.net

Owner's Representative (if applicable):

Name: Rob Eanes

Address: 3249 Hastings Road

City: Roanoke

State: VA

Zip Code: 24018

Phone Number: 540 529 6221

E-Mail: Calico - LLC @ Cox.net

Application Prepared By: Robert Eanes

Current Use: ☒ Single Family ☐ Two-Family (Duplex) ☒ Multifamily ☐ Townhouse ☐ Commercial

If Commercial, Describe Use:

Project Type: ☐ Roof ☐ Porch ☒ Windows and Doors ☐ New Construction ☐ Signs ☐ Walls and Fences
☐ Parking and Paving ☐ Demolition ☐ Other:

***PLEASE USE ATTACHED SHEET FOR PROJECT DESCRIPTION.**

Acknowledgement of Responsibility: I understand that all applications requiring review by the ARB must be complete and must be submitted before application deadlines; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable city regulations and to pursue this project in strict conformance with the plans approved by the ARB. I understand that no changes are permitted without prior approval by the City.

Signature of Property Owner:

Date:

Section Below to be Completed by Staff

Certificate Number:

Approval By: ☐ ARB ☐ Agent

Tax Parcel Number:

1120124

Other approvals needed:

☐ Zoning Permit

☐ BZA/Planning Commission

Base Zoning District:

☐ Building Permit

☐ Other

Agent, Architectural Review Board:

Date:

H-2, Historic Neighborhood Overlay District

Detailed Project Description

Site Address:

905 Ferdinand SW

Property Owner:

Robert Scrimshaw

Close off door on Driveway side of Rear of House
and Install window in Place of Door on West side of house
"Wood Siding Portion of House" center window on wall
~~more~~ Relocate Rear door about 24" to the Left

Install ² New ^{wood} Plygem windows One over one Single Hung
two Right of Relocated door

Install 1 New Plygem wood window ^{Single Hung} One over one to the
Left of the Relocated door

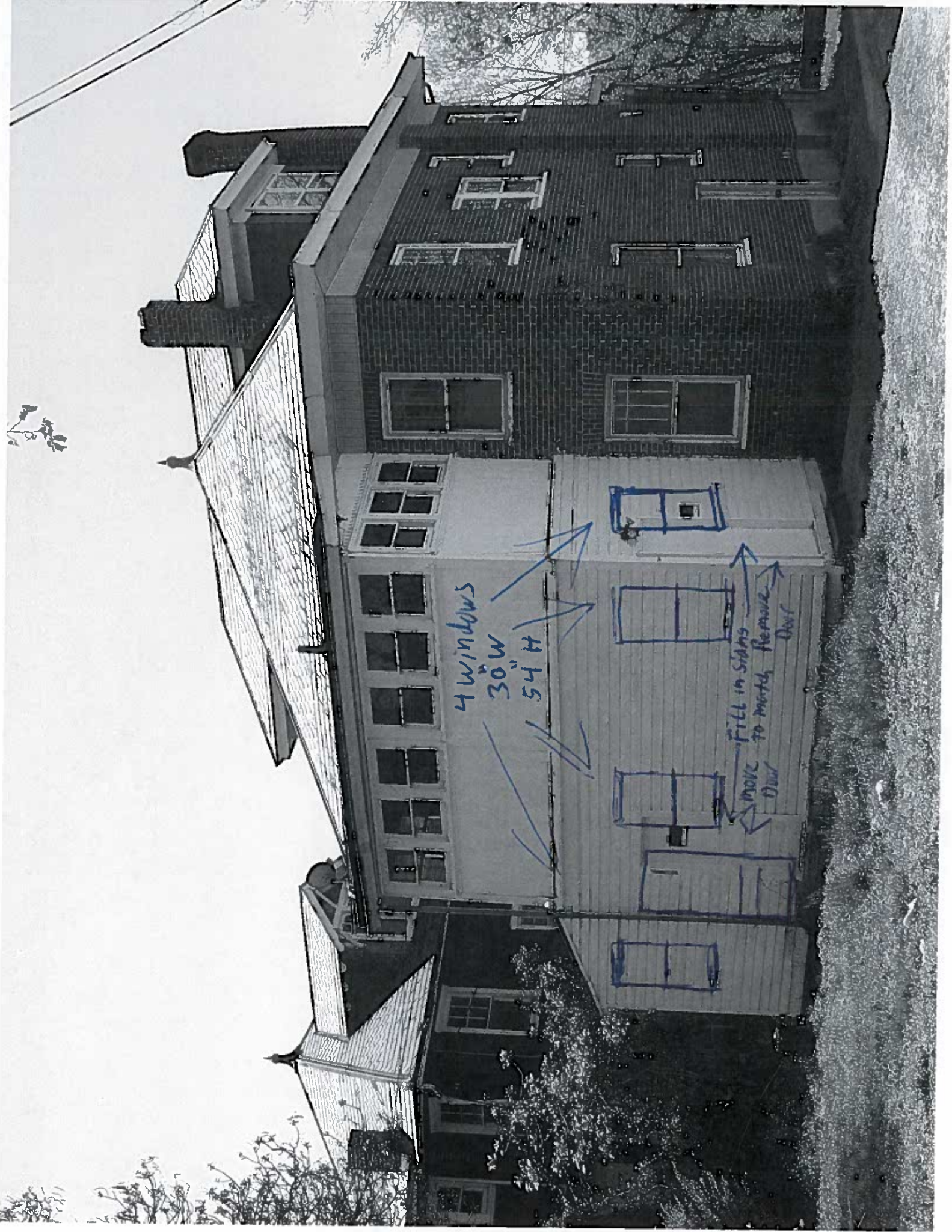
Bring House back to Single Family From multi Family/Group Home

Project
Description:

Additional information to be submitted:

☐ Photographs ☐ Site Plan ☐ Elevation Drawings ☐ Sample, Photograph, or Catalog Pictures of Proposed Material

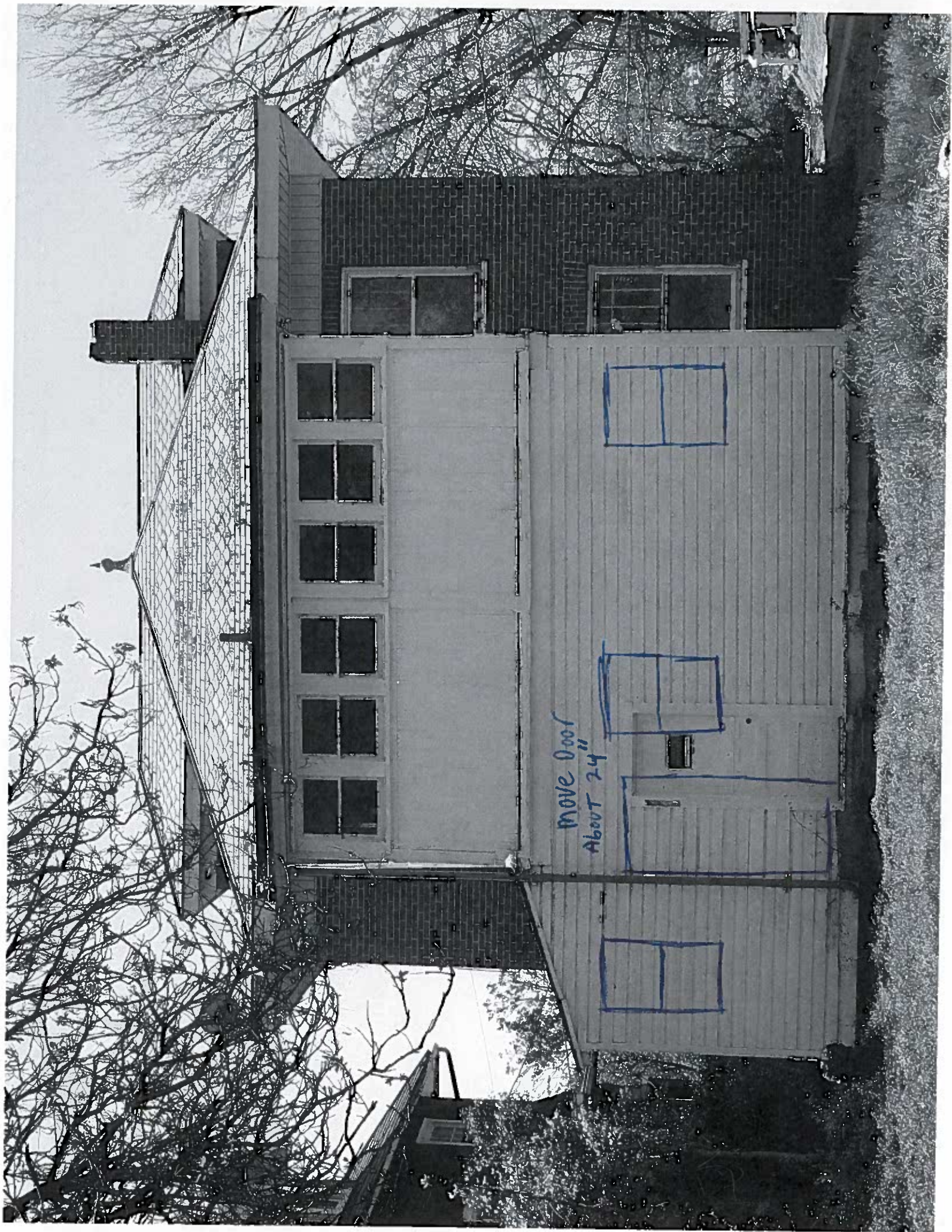
☐ Other:

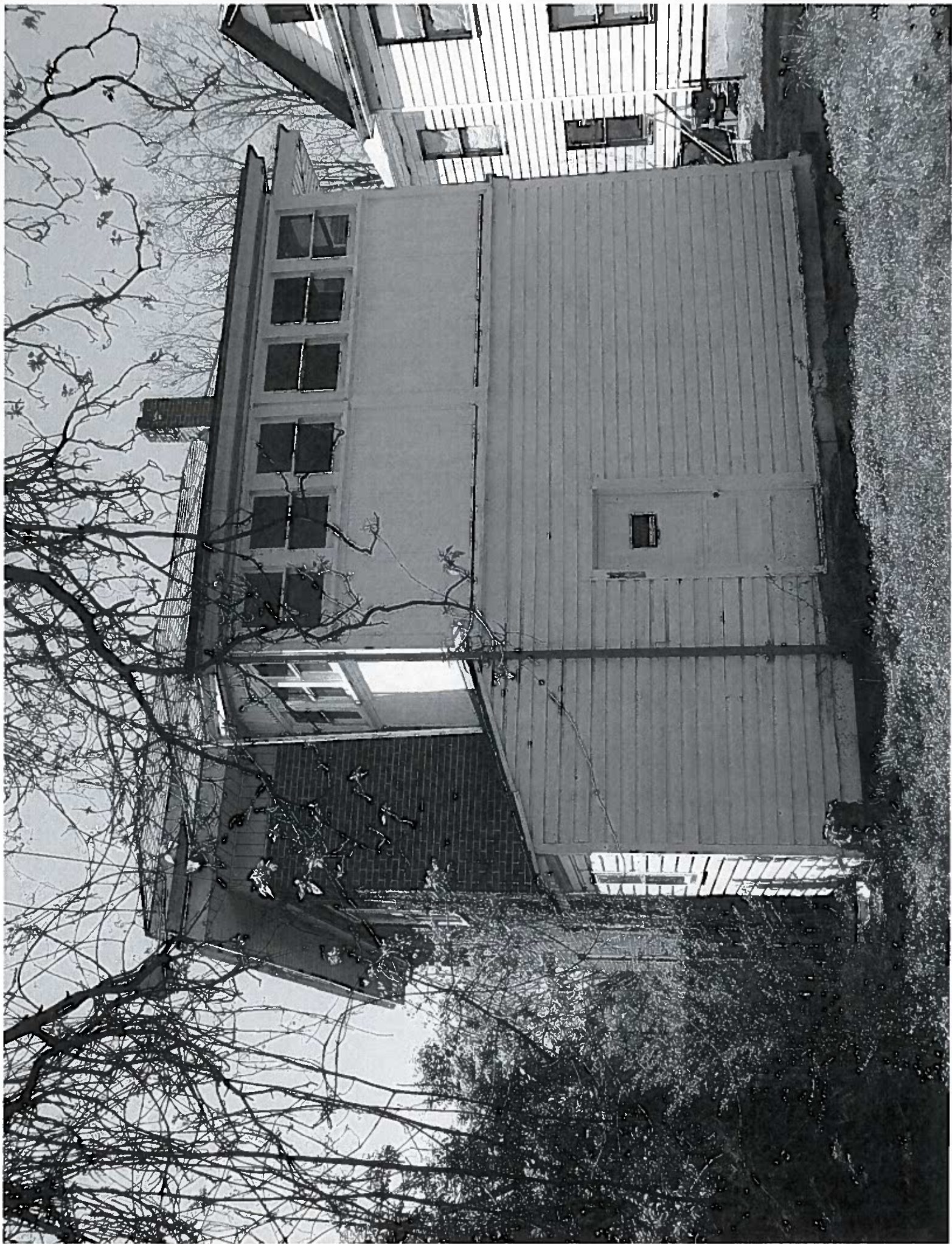


4 windows
30" W
54" H

Fill in signs
to match Remove
Door

move
Door





H-2, Historic Neighborhood Overlay District Application for Certificate of Appropriateness

RECEIVED

APR 22 2015

Date of Application: 4 22 2015

Site Address: 905 Ferdinand SW

CITY OF ROANOKE
PLANNING BUILDING &
DEVELOPMENTProperty Owner:

Name: Robert Scrimshaw

Address: 6215 Prospect Terrace

City: Alexandria

State: VA

Zip Code: 22310

Phone Number: 703 960 8940

E-Mail: CALICO - LLC @ COX.NET

Owner's Representative (if applicable):

Name: Rob Eanes

Address: 3249 Hastings Road

City: Roanoke

State: VA

Zip Code: 24018

Phone Number: 540 529 6221

E-Mail: CALICO - LLC @ COX.NET

Application Prepared By: Robert Eanes

Current Use: ☒ Single Family ☐ Two-Family (Duplex) ☒ Multifamily ☐ Townhouse ☐ CommercialIf Commercial, Describe Use:Project Type: ☐ Roof ☐ Porch ☒ Windows and Doors ☐ New Construction ☐ Signs ☐ Walls and Fences
☐ Parking and Paving ☐ Demolition ☐ Other:***PLEASE USE ATTACHED SHEET FOR PROJECT DESCRIPTION.**

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Signature of Property Owner:

Date:

Section Below to be Completed by Staff

Certificate Number:

Approval By: ☐ ARB ☐ Agent

Tax Parcel Number:

Other approvals needed:

Base Zoning District:

☐ Zoning Permit ☐ BZA/Planning Commission☐ Building Permit ☐ Other

Agent, Architectural Review Board:

Date:

H-2, Historic Neighborhood Overlay District Detailed Project Description

Site Address:

905 Ferdinand SW

Property Owner:

Robert Scrimshaw

Project
Description:

Close off door on DriveWay Side of Rear of House
and Install window in Place of Door on West side of house
"Wood Siding Portion of House" Center window on wall
~~move~~ Relocate Rear door about 24" to the Left

Install 3 New ^{wood} Plygem Windows One over one Single hung
too Right of Relocated door

Install 1 New Plygem wood window ^{Single Hung} One over one to the
Left of the Relocated door

Bring House back to single Family From multi Family / Group Home

Additional information to be submitted:

☐ Photographs ☐ Site Plan ☐ Elevation Drawings ☐ Sample, Photograph, or Catalog Pictures of Proposed Material

☐ Other:



PLANNING, BUILDING AND DEVELOPMENT

Noel C. Taylor Municipal Building
215 Church Avenue, SW, Room 166
Roanoke, Virginia 24011
540.853.1730 fax 540.853.1230
planning@roanokeva.gov

AGENDA ITEM IV. D.

May 14, 2015

Ms. Katherine Coffield, Vice Chair
and Members of the Architectural Review Board
Roanoke, Virginia

Dear Members of the Board:

Subject: Request from Mrs. Amanda Copeland to demolish the existing detached, two-car garage located in the rear yard at 606 Walnut Avenue, S.W.

Background:

The subject property is located within the H-2 Historic Overlay District. All exterior alterations including demolition of structures require ARB approvals.

The majority of the houses within the Old Southwest include detached garages. The 1920's Sanborn map reveals that the subject site included detached garages. The aerial of the subject block shows that the majority of the houses still include detached garages. The applicant is proposing to demolish the existing detached garage located within the rear yard.

Findings:

Relocation & Demolition

ARCHITECTURAL DESIGN GUIDELINES FOR THE H-2 DISTRICT

Important Considerations:

- Demolition of a building should only be considered if alternatives for rehabilitation are not feasible and the loss of a building will not adversely affect the integrity of the district.
- The impact of demolition can be lessened by documenting a building's appearance and salvaging historic materials.

GUIDELINES FOR PRESERVATION AND REHABILITATION

General

- Make every effort to preserve rather than demolish historic buildings, walls and fences.
- Submit a copy of all documentation to the ARB for archival purposes. Documentation must be *submitted before* a Certificate of Appropriateness will be issued to allow demolition.
- Undertake thorough documentation of a building prior to its relocation or demolition, including:
 - professional photographic documentation of its present appearance, dimensions of the overall building and its major features, and relationship of the building to its site, adjacent buildings, and streetscape.

GUIDELINES FOR DEMOLITION

The ARB must consider the following items when reviewing a request for demolition:

- that the purpose and necessity of the demolition are in accordance with the district,
- that loss of the structure will not be adverse to the district or the public interest by virtue of its uniqueness or its significance,
- that demolition will not have an adverse effect on the character and surrounding environment of the district, and
- where a development plan for a new use of the site is proposed and submitted, the board shall review the proposed development conforming to the regulations of the district.

Save important features of a historic building slated for demolition when efforts to relocate it fail. Important items to save may include:

- windows, doors, and trim,
- mantels and stairways,
- columns, baseboards, and cornices,
- paneling and decorative wall or ceiling finishes,
- other decorative interior and exterior wood and metalwork, such as metal ceilings,
- hardware and light fixtures,
- flooring,
- heavy timbers, and bricks, stone, and other masonry elements.

Design Application Review Committee comments:

- None.

Staff Comments:

Staff recommends denial of the application as proposed. The structure appears to be in sound condition and its demolition would have an adverse effect on the character and surrounding environment.

Prepared and submitted by:

A handwritten signature in black ink, appearing to read 'Parviz Moosavi', is written over a light gray rectangular background.

Parviz Moosavi, Agent

H-2, Historic Neighborhood Overlay District
Application for Certificate of Appropriateness

RECEIVED

APR 22 2015

Date of Application: 4/22/15
Site Address: 606 Walnut Ave. SW, Roanoke, VA 24016

CITY OF ROANOKE
PLANNING BUILDING &
DEVELOPMENT

Property Owner:

Name: Aaron and Amanda Copeland

Address: 606 Walnut Ave., SW

City: Roanoke

State: Virginia

Zip Code: 24016

Phone Number: 5402396593

E-Mail: ahcopeland@gmail.com

Owner's Representative (if applicable):

Name:

Address:

City:

State:

Zip Code:

Phone Number:

E-Mail:

Application Prepared By:

Current Use: ☐ Single-Family ☐ Two-Family (Duplex) ☐ Multifamily ☐ Townhouse ☐ Commercial

If Commercial, Describe Use:

Project Type: ☐ Roof ☐ Porch ☐ Windows and Doors ☐ New Construction ☐ Signs ☐ Walls and Fences
☐ Parking and Paving ☒ Demolition ☐ Other: Demolition of building in back yard.

***PLEASE USE ATTACHED SHEET FOR PROJECT DESCRIPTION.**

Acknowledgement of Responsibility: I understand that all applications requiring review by the ARB must be complete and must be submitted before application deadlines; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable city regulations and to pursue this project in strict conformance with the plans approved by the ARB. I understand that no changes are permitted without prior approval by the City.

Signature of Property Owner:

Amanda Copeland

Date:

4/22/2015

Section Below to be Completed by Staff

Certificate Number:

Approval By: ☐ ARB ☐ Agent

Tax Parcel Number:

1131109

Other approvals needed:

☐ Zoning Permit

☐ BZA/Planning Commission

Base Zoning District:

☐ Building Permit

☐ Other

Agent, Architectural Review Board:

Date:

H-2, Historic Neighborhood Overlay District Detailed Project Description

Site Address: 606 Walnut Ave., SW, Roanoke, Virginia 24016

Property Owner: Aaron and Amanda Copeland

Demolition of building in back yard. Will not put a building in it's place. We want to demo the building to expand the backyard space. Will plant grass in it's place.

Project
Description:

Additional information to be submitted:

☐ Photographs ☐ Site Plan ☐ Elevation Drawings ☐ Sample, Photograph, or Catalog Pictures of Proposed Material

☐ Other:



Fwd: Copeland- pictures of building.

Work Email

to:

parviz.moosavi

04/28/2015 08:54 AM

Hide Details

From: Work Email <amanda.copelandexcavation@gmail.com>

To: parviz.moosavi@roanokeva.gov,

Sent from my iPhone

Begin forwarded message:

From: Work Email <amanda.copelandexcavation@gmail.com>

Date: April 28, 2015 at 8:49:29 AM EDT

To: parviz.moosavi@roanokeva.gov

Subject: Copeland- pictures of building.

Hi Parvis,

Did you find out if I could get on the May agenda to go before the ARB to demolition this building?





Sent from my iPhone

H-2, Historic Neighborhood Overlay District
Application for Certificate of Appropriateness

RECEIVED

APR 22 2015

CITY OF ROANOKE
PLANNING BUILDING &
DEVELOPMENT

Date of Application 4/22/15

Site Address 606 Walnut Ave. SW, Roanoke, VA 24016

Property Owner:

Name: Aaron and Amanda Copeland

Address: 606 Walnut Ave., SW

City: Roanoke

State: Virginia

Zip Code: 24016

Phone Number: 5402396593

E-Mail: ahcopeland@gmail.com

Owner's Representative (if applicable):

Name:

Address:

City:

State:

Zip Code:

Phone Number:

E-Mail:

Application Prepared By:

Current Use: ☐ Single-Family ☐ Two-Family (Duplex) ☐ Multifamily ☐ Townhouse ☐ Commercial

If Commercial, Describe Use:

Project Type: ☐ Roof ☐ Porch ☐ Windows and Doors ☐ New Construction ☐ Signs ☐ Walls and Fences
☐ Parking and Paving ☒ Demolition ☐ Other: Demolition of building in back yard.

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Signature of Property Owner:

Amanda Copeland

Date:

4/22/2015

Section Below to be Completed by Staff

Certificate Number:

Approval By: ☐ ARB ☐ Agent

Tax Parcel Number:

Other approvals needed:

Base Zoning District:

☐ Zoning Permit

☐ BZA/Planning Commission

☐ Building Permit

☐ Other

Agent, Architectural Review Board:

Date:

H-2, Historic Neighborhood Overlay District

Detailed Project Description

Site Address: 606 Walnut Ave., SW, Roanoke, Virginia 24016

Property Owner: Aaron and Amanda Copeland

Demolition of building in back yard. Will not put a building in it's place. We want to demo the building to expand the backyard space. Will plant grass in it's place.

Project
Description:

Additional information to be submitted:

☐ Photographs ☐ Site Plan ☐ Elevation Drawings ☐ Sample, Photograph, or Catalog Pictures of Proposed Material

☐ Other:

AGENDA ITEM IV. E.



PLANNING, BUILDING AND DEVELOPMENT

Noel C. Taylor Municipal Building
215 Church Avenue, SW, Room 166
Roanoke, Virginia 24011
540.853.1730 fax 540.853.1230
planning@roanokeva.gov

May 14, 2015

Ms. Katherine Coffield, Vice Chair
and Members of the Architectural Review Board
Roanoke, Virginia

Dear Members of the Board:

Subject: Request from MSC, LLC, represented by Mr. John Fulton, Jr., Architect, to enclose the existing patio to create an unheated sunroom at 110 Kirk Avenue, S.E.

Background:

The property is located within the City Market District of the H-1 Historic Downtown Overlay District. All exterior building alterations require ARB approvals.

The subject portion of the ground level for this two-story historic structure, accessed from Kirk Avenue S.E., is vacant. The applicant is proposing to enclose the existing patio at Kirk Avenue, S.E., and create an unheated sunroom, per the attached drawings submitted. A new cover for the existing awning frame is also proposed as part of this proposal.

Findings:

The H-1 Architectural Design Guidelines recommend the following:

Storefronts

The street-level storefront is the most noticeable portion of a commercial building's façade. Its purpose is to:

- allow goods to be displayed to the public,
- provide daylight into shop interior,
- offer a welcoming entry for shoppers.

Important Considerations

- Transparency is essential to the character of a commercial storefront.
- The traditional commercial storefront is the appropriate ground-floor expression for the vast majority of downtown Roanoke's commercial buildings.

- A successful storefront reflects the architectural character of the commercial building to which it belongs, as well as the individual character of the business it serves.

Guidelines for Preservation & Rehabilitation

Retaining Important Features

Identify and retain important features and materials, such as:

- stone, Carrara glass, or paneled wood bulkheads,
- distinctive display windows and/or freestanding display cases,
- transom windows, especially those with prism or leaded glass,
- window transparency,
- decorative storefront cornices,
- columns or pilasters (flat columns attached to a wall),
- recessed and/or upper-floor entries,
- decorative or distinctive entry paving,
- distinctive doors and/or hardware, and
- decorative medallions, moldings, or other details.

Rehabilitation and Other Alterations

Rehabilitate a storefront that has been damaged or unsympathetically altered by:

- designing and constructing a new store-front compatible in character to adjacent storefronts using traditional materials and proportions.

Appropriate Storefront Rehabilitation Materials

- Walls: brick or stone, not wood shingles or shakes; wood, metal, or vinyl siding; plywood paneling; permastone; dryvit; or common concrete block
- Bulkheads: painted paneled wood, marble panels, Carrara glass panels, not wood shingles or shakes; wood, metal, or vinyl siding; plywood paneling; permastone; dryvit; or common concrete block
- Display windows: clear glass, not reflective or tinted glass
- Transoms: clear glass, frosted glass, prism or stained glass, not reflective or tinted glass or any opaque material
- Storefront doors: full-light glass in wood frames, painted steel frames, or anodized aluminum frames or frameless tempered glass, not solid wood or wood with small windows
- Entry paving: terrazzo, quarry or other exterior ceramic tile, marble, concrete, not asphalt.

Keep storefronts transparent, using a single large sheet of glass for display windows rather than several small panes. Panes should not be covered on the building interior or exterior.

Reconstruct display windows that may have been reduced in size. Avoid smaller or multi-paned display windows that may give a storefront a residential character or false historical impression.

Use or retain storefront doors that have large areas of glass or are set into a painted wood, stainless steel, or anodized aluminum frame. Avoid doors with multiple panes or raised panels that look residential or give a false historical impression.

Use display windows effectively to represent the commercial use of the ground floor. Even if the business does not require merchandise displays, find attractive and interesting ways to show the public the kind of services offered. First floor space should not be residential.

Stabilize deteriorating conditions when a damaged or missing feature cannot be repaired or replaced immediately.

Explore the use of salvaged materials or similar substitute materials with the same overall appearance as the original when replacement materials cannot be readily obtained.

Conceal equipment or other unattractive interior features by locating them beneath the display windows behind the solid bulkhead


Consider adding an awning to control sunlight instead of using reflective glass, applied films, interior shutters, or blinds.

Design Application Review Committee comments:

- Provide window detail cut sheet and hardware details for the enclosure

Staff Comments:

Staff concurs with the DARC comment and recommends approval of the proposed enclosure pending the details on the proposed windows and hardware be provided by the applicant.



Parviz Moosavi, ARB Agent

RECEIVED

APR 22 2015

CITY OF ROANOKE
PLANNING BUILDING &
DEVELOPMENT

H-1, Historic Downtown Overlay District Application for Certificate of Appropriateness

Date of Application: APRIL 2015

Site Address: 110 KIRK AVE SE / 202 Market St, SE

Property Owner:

Name: MSC LLC

Address: 202 MARKET ST SE

City: ROANOKE State: VA Zip Code: 24011

Phone Number: +1 (540) 798-8448 E-Mail: STEPHENROSENOFF@GMAIL.COM

Owner's Representative (if applicable):

Name: JOHN D FULTON JR. AIA

Address: 5724 EQUESTRIAN DR. SW

City: ROANOKE State: VA Zip Code: 24018

Phone Number: +1 (540) 529-6615 E-Mail: JFULTON4@COX.NET

Application prepared by: JOHN D FULTON JR AIA

Project Type: ☐ Painting ☐ Lighting ☐ Awnings and Canopies ☐ New Construction ☐ Signs ☐ Windows and Doors
☐ Storefront ☐ Roof, Cornice or Parapet ☐ Demolition ☒ Other: PATIO ENCLOSURE

*PLEASE USE ATTACHED SHEET FOR PROJECT DESCRIPTION.

Acknowledgement of Responsibility:

I understand that all applications requiring review by the ARB must be complete and must be submitted before application deadlines; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable city regulations and to pursue this project in strict conformance with the plans approved by the ARB. I understand that no changes are permitted without prior approval by the City.

Signature of Property Owner: *John D. Fulton Jr.* (agent owner) Date: 4/22/2015

Section Below to be Completed by Staff

Certificate Number:		Approval By: <input type="checkbox"/> ARB <input type="checkbox"/> Agent
Tax Parcel Number:	4010903	Other approvals needed:
Base Zoning District:		<input type="checkbox"/> Zoning Permit <input type="checkbox"/> BZA/Planning Commission
		<input type="checkbox"/> Building Permit <input type="checkbox"/> Other
Agent, Architectural Review Board:		Date:
Member, Architectural Review Board:		Date:

H-1, Historic Downtown Overlay District

Detailed Project Description

Site Address: 110 KIRK AVE SE

Property Owner: 202 MSC LLC - STEPHEN ROSENOFF

Project
Description:

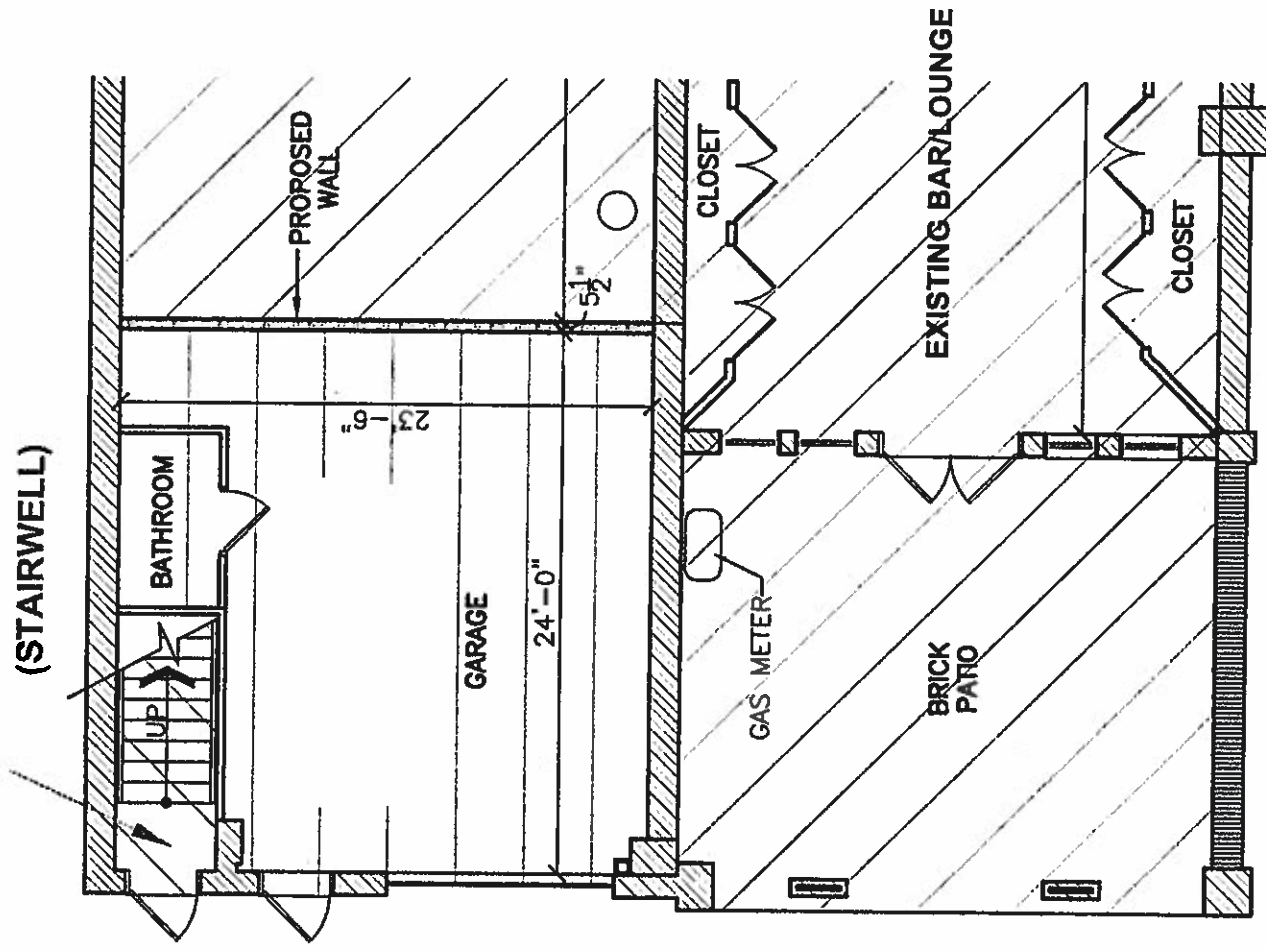
THIS APPLICATION IS FOR THE ENCLOSURE OF THE EXISTING BACK PATIO INTO AN UNHEATED SUNROOM WITH OPERABLE WINDOWS WHICH IS ACTUALLY THE BACK OF 202 MARKET ST SE. HOWEVER IT ACTUALLY HAS ITS OWN ADDRESS WHICH IS 110 KIRK AVE. SE. THE SOUTH ELEVATION WILL HAVE DOUBLE HUNG WOOD WINDOWS, TRANSOMS AND PATIO DOOR ALONG WITH A BRICK LOW WALL WITH BULLNOSE AT 3'-0" H ABV FIN. FL. THE EAST SIDE OF THE ENCLOSED AREA WILL DOUBLE HUNG WOOD WINDOW S SET ON AN EXISTING LOW BRICK WALL. THE DIAMOND PATTERN BRICK DESIGN WILL BE RETAINED YET CLOSED FROM THE INTERIOR BY CUT BRICKS THAT WILL RECESSED FROM THE EXTERIOR FACE OF THE WALL BY APPROXIMATELY 1/2 OF THE WALL WIDTH.

AN ATTEMPT HAS BEEN MADE TO MAKE THE ENCLOSURE FIT IN TO THE EXISTING HISTORIC MARKET BUILDING FABRIC WHILE CREATING A SUNROOM BY THE EMPLOYING THE USE OF NEARLY ALL GLASS. THE EXISTING AWNING ALONG THE SOUTH ELEVATION WILL REMAIN, ALTHOUGH THE EXISTING FABRIC HAS BEEN TAKEN DOWN FOR REPAIRS.

Additional information to be submitted:

☒ Photographs ☐ Site Plan ☒ Elevation Drawings ☒ Sample, Photograph, or Catalog Pictures of Proposed Material

☐ Other: _____



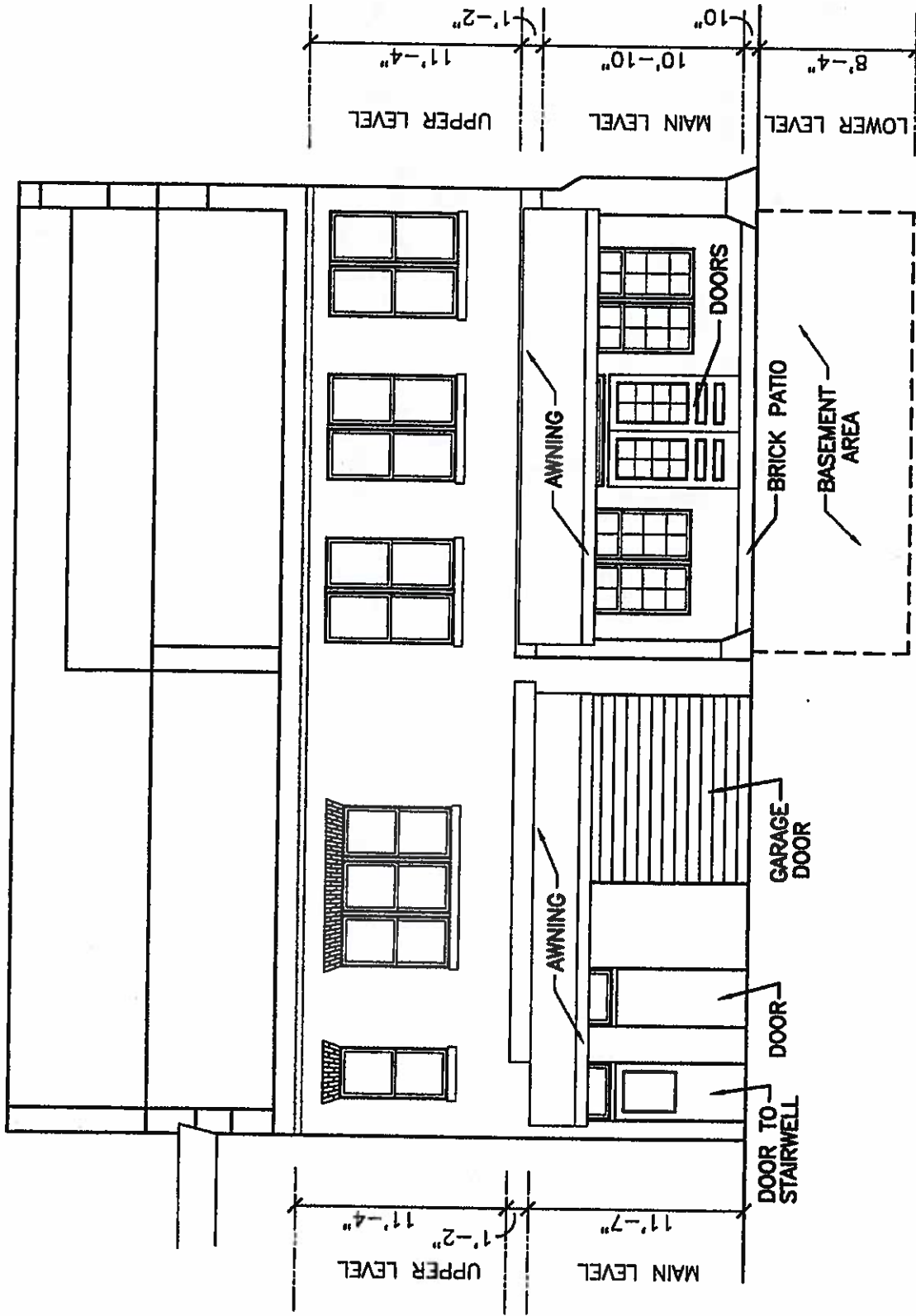
4/22/2015



1 PARTIAL PLAN- EXISTING BRICK PATIO

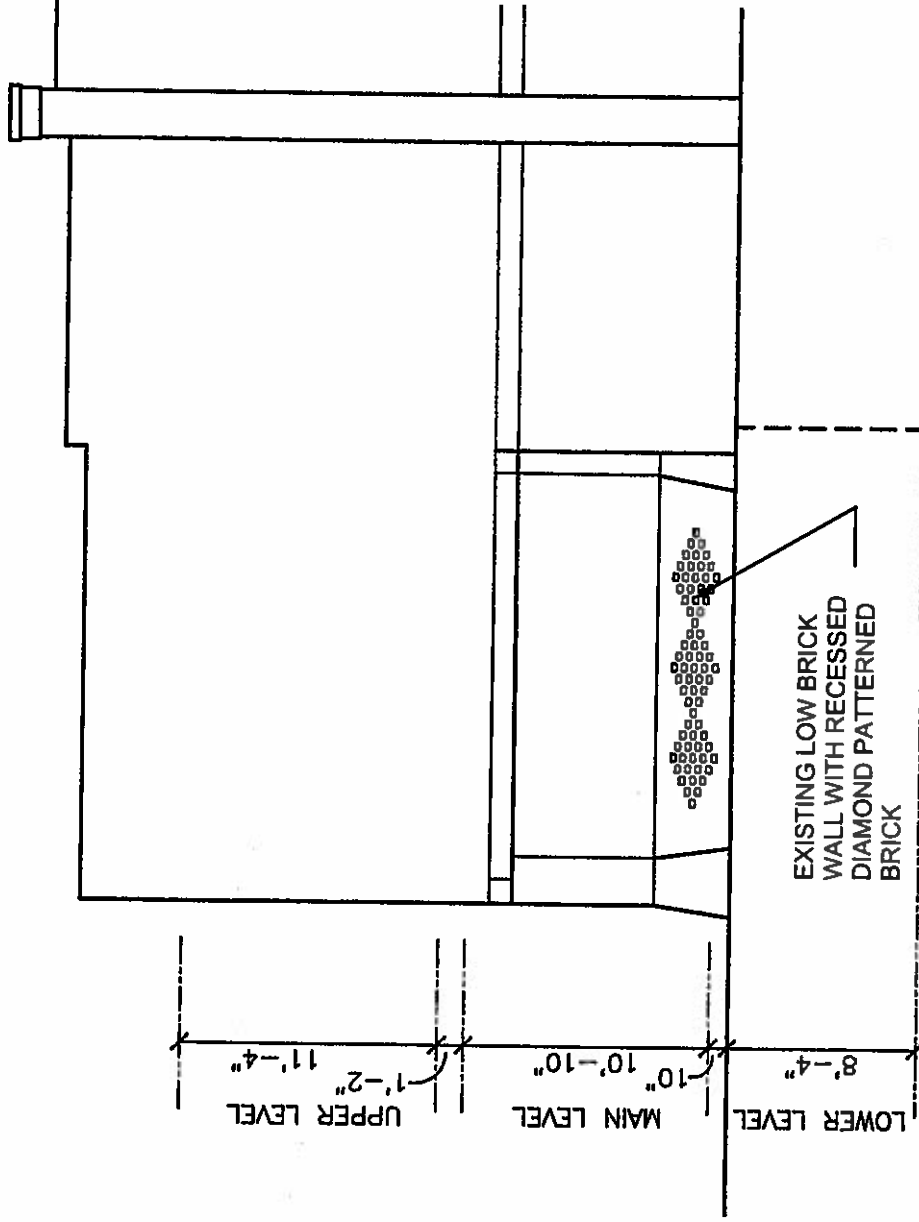
SCALE: 1/8" = 1'-0"

4/22/2015



2 EXISTING SOUTH ELEVATION

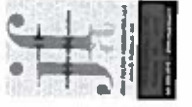
SCALE: 1/8" = 1'-0"



3 PARTIAL EAST ELEVATION

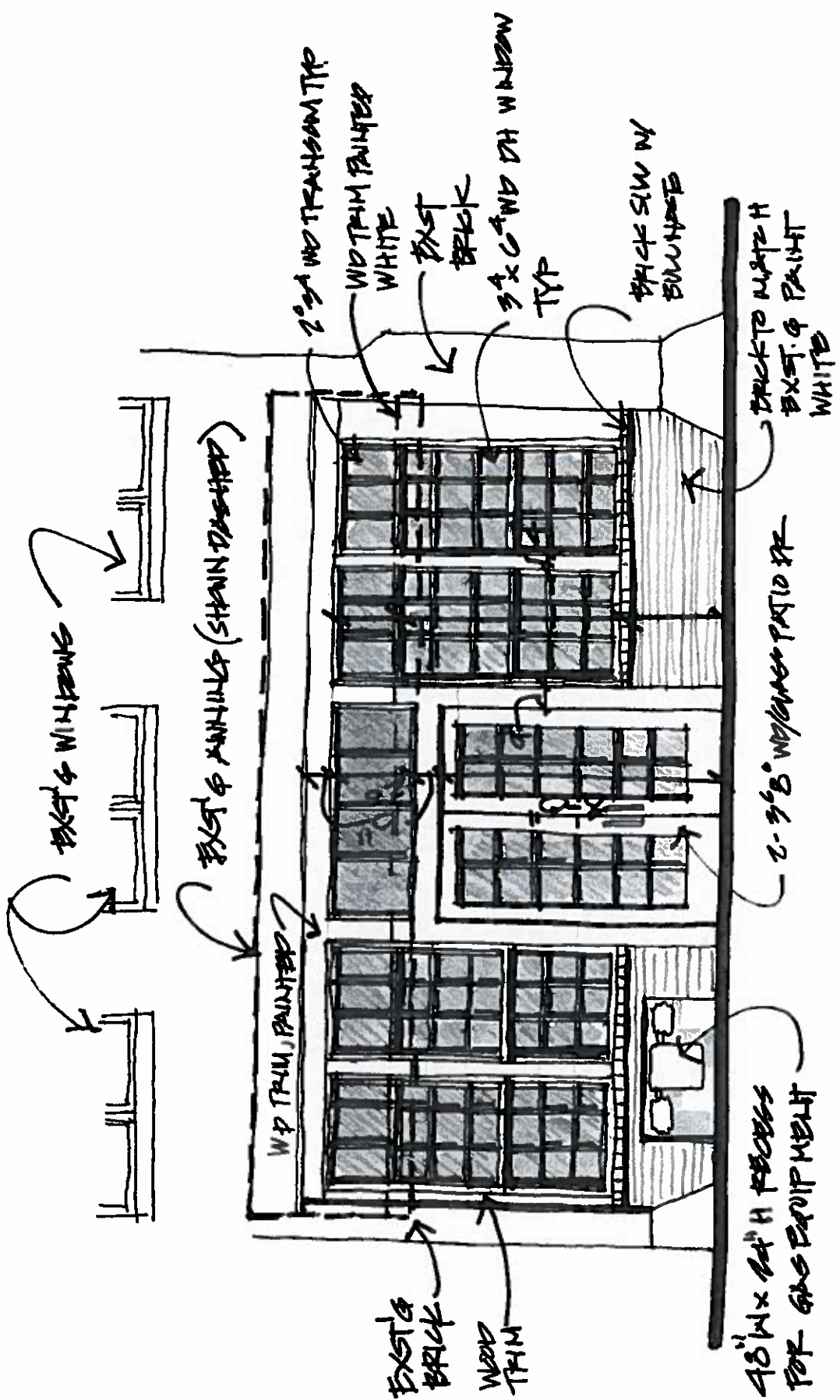
SCALE: 1/8" = 1'-0"

4/22/2015





SCALE 3/16" = 1'-0"



5 PARTIAL SOUTH ELEVATION-NEW ENCLOSURE

SCALE: 1/4" = 1'-0"

PHOTOGRAPHS OF EXISTING COVERED PATIO



4/22/2015



H-1, Historic Downtown Overlay District

Application for Certificate of Appropriateness

Date of Application: APRIL 2015

Site Address: 110 KIRK AVE SE

Property Owner:

Name: MSC LLC

Address: 202 MARKET ST SE

City: ROANOKE

State: VA

Zip Code: 24011

Phone Number: +1 (540) 798-8448

E-Mail: STEPHENROSENOFF@GMAIL.COM

Owner's Representative (if applicable):

Name: JOHN D FULTON JR. AIA

Address: 5724 EQUESTRIAN DR. SW

City: ROANOKE

State: VA

Zip Code: 24018

Phone Number: +1 (540) 529-6615

E-Mail: JFULTON4@COX.NET

Application prepared by: JOHN D FULTON JR AIA

Project Type: ☐ Painting ☐ Lighting ☐ Awnings and Canopies ☐ New Construction ☐ Signs ☐ Windows and Doors
☐ Storefront ☐ Roof, Cornice or Parapet ☐ Demolition ☒ Other: PATIO ENCLOSURE

***PLEASE USE ATTACHED SHEET FOR PROJECT DESCRIPTION.**

Acknowledgement of Responsibility:

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Signature of Property Owner:

John D. Fulton Jr. (agent owner)

Date: 4/22/2015

Section Below to be Completed by Staff

Certificate Number:

Approval By: ☐ ARB ☐ Agent

Tax Parcel Number:

Other approvals needed:

☐ Zoning Permit

☐ BZA/Planning Commission

Base Zoning District:

☐ Building Permit

☐ Other

Agent, Architectural Review Board:

Date:

Member, Architectural Review Board:

Date:

H-1, Historic Downtown Overlay District Submittal Requirements Checklist

[Complete Form & Click Here to Submit Electronically](#)

[Print Form](#)

The following must be submitted for **all** applications:

- ☒ A *completed* application form and checklist. Applications will be deemed incomplete without owner signature.
A brief project description of work including how the proposed architectural or site alterations are consistent with the
- ☒ ARB Guidelines for the subject Historic District. If historic materials are being replaced rather than repaired, please provide justifications.
- ☒ Photographs showing the current conditions of the specific project site.

For **painting**, the following must be submitted:

- ☒ Identify portions of the building to be painted.
- ☐ Paint color sample(s).

For **lighting**, the following must be submitted:

- ☐ Site Lighting: A site plan showing proposed location of lighting.
- ☐ Building Mounted: Photograph or scaled drawing of elevation showing location of proposed lighting.
- ☐ Sample, photograph or catalog picture of proposed fixture.

For **awnings and canopies**, the following must be submitted:

- Scaled elevation drawing showing location, size and proportion of proposed awnings or canopies in relation to the building. Please
- ☒ identify the materials, design, distance from the sidewalk to the bottom of awning/canopy (eight foot clearance required) and mounting method to be used.
- ☒ Sample, photograph or catalog picture of manufactured items.

For **new construction**, the following must be submitted:

- ☐ Site plan, including property lines, roadways, footprint of buildings and structures, paving, etc.
- ☒ Scaled elevation drawings of all sides of proposed building/addition.
- ☐ Samples, photographs or catalog pictures of building materials.

For **signs**, the following must be submitted:

- ☐ Building Mounted: Photograph or scaled drawing of elevation showing location of proposed sign.
- ☐ Photograph or scaled drawing of the proposed sign, identifying materials, color, lettering (size and style), and wordage.
- ☐ Specifications of sign brackets, mounting hardware and lighting, if applicable.

For **windows, doors, roofs, parapets and cornices**, the following must be submitted:

- ☐ Scaled elevation drawings showing proposed alteration. If proposing to return building to an earlier appearance, please provide supporting documentation for the request (i.e. historic photograph).
- ☐ Sample, photograph or catalog picture of proposed building material.

For **demolition**, the following must be submitted:

- ☐ Justification for demolition, including structural evaluation and cost estimates for rehabilitation.

For **other items**, please refer to a like category.

**Note: If applying by e-mail please include the above items as an attachment.*

Department of Planning Building and Development
Room 166, Noel C. Taylor Municipal Building
215 Church Avenue, S.W.
Roanoke, Virginia 24011
Phone: (540) 853-1730 Fax: (540)853-1230

ARB Agent
Frederick Gusler, Senior City Planner
Phone: (540) 853-1104
E-mail: frederick.gusler@roanokeva.gov

H-1, Historic Downtown Overlay District

Detailed Project Description

Site Address:

110 KIRK AVE SE

Property Owner:

202 MSC LLC - STEPHEN ROSENOFF

Project
Description:

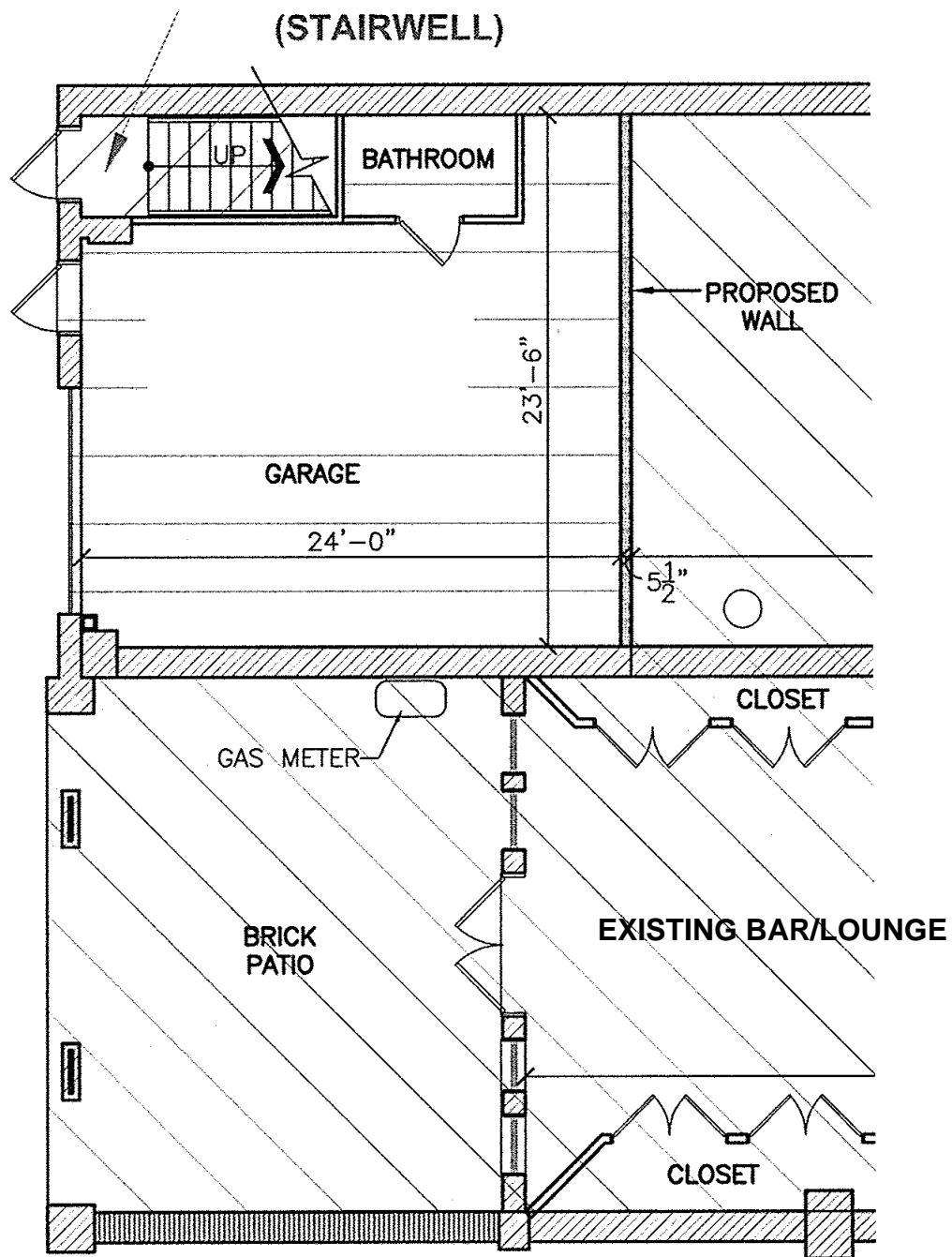
THIS APPLICATION IS FOR THE ENCLOSURE OF THE EXISTING BACK PATIO INTO AN UNHEATED SUNROOM WITH OPERABLE WINDOWS WHICH IS ACTUALLY THE BACK OF 202 MARKET ST SE. HOWEVER IT ACTUALLY HAS ITS OWN ADDRESS WHICH IS 110 KIRK AVE. SE. THE SOUTH ELEVATION WILL HAVE DOUBLE HUNG WOOD WINDOWS, TRANSOMS AND PATIO DOOR ALONG WITH A BRICK LOW WALL WITH BULLNOSE AT 3'-0" H ABV FIN. FL. THE EAST SIDE OF THE ENCLOSED AREA WILL DOUBLE HUNG WOOD WINDOW S SET ON AN EXISTING LOW BRICK WALL. THE DIAMOND PATTERN BRICK DESIGN WILL BE RETAINED YET CLOSED FROM THE INTERIOR BY CUT BRICKS THAT WILL RECESSED FROM THE EXTERIOR FACE OF THE WALL BY APPROXIMATELY 1/2 OF THE WALL WIDTH.

AN ATTEMPT HAS BEEN MADE TO MAKE THE ENCLOSURE FIT IN TO THE EXISTING HISTORIC MARKET BUILDING FABRIC WHILE CREATING A SUNROOM BY THE EMPLOYING THE USE OF NEARLY ALL GLASS. THE EXISTING AWNING ALONG THE SOUTH ELEVATION WILL REMAIN, ALTHOUGH THE EXISTING FABRIC HAS BEEN TAKEN DOWN FOR REPAIRS.

Additional information to be submitted:

☒ Photographs ☐ Site Plan ☒ Elevation Drawings ☒ Sample, Photograph, or Catalog Pictures of Proposed Material

☐ Other:



1 PARTIAL PLAN- EXISTING BRICK PATIO

SCALE: 1/8" = 1'-0"

4/22/2015

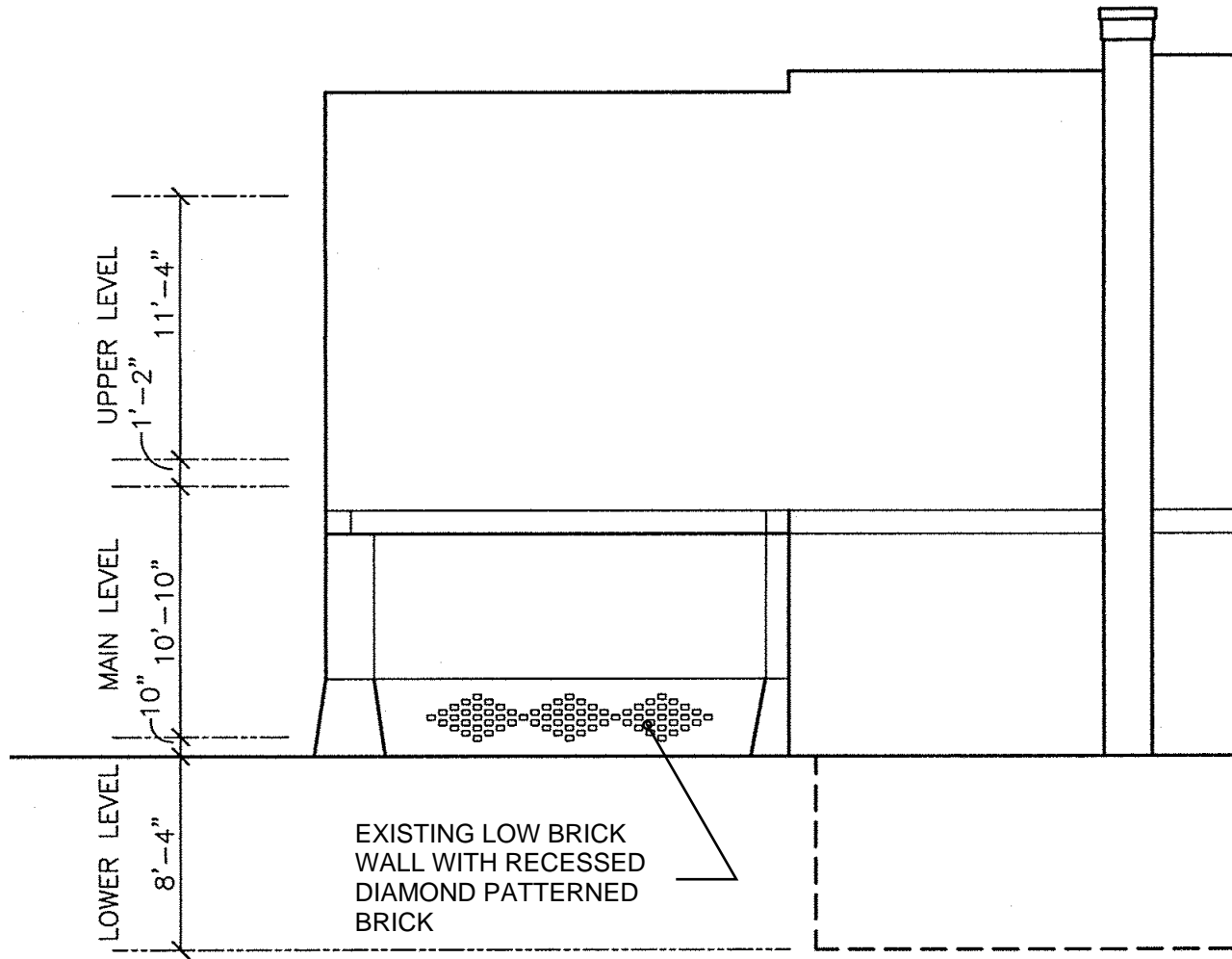


2

EXISTING SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

4/22/2015



3 PARTIAL EAST ELEVATION

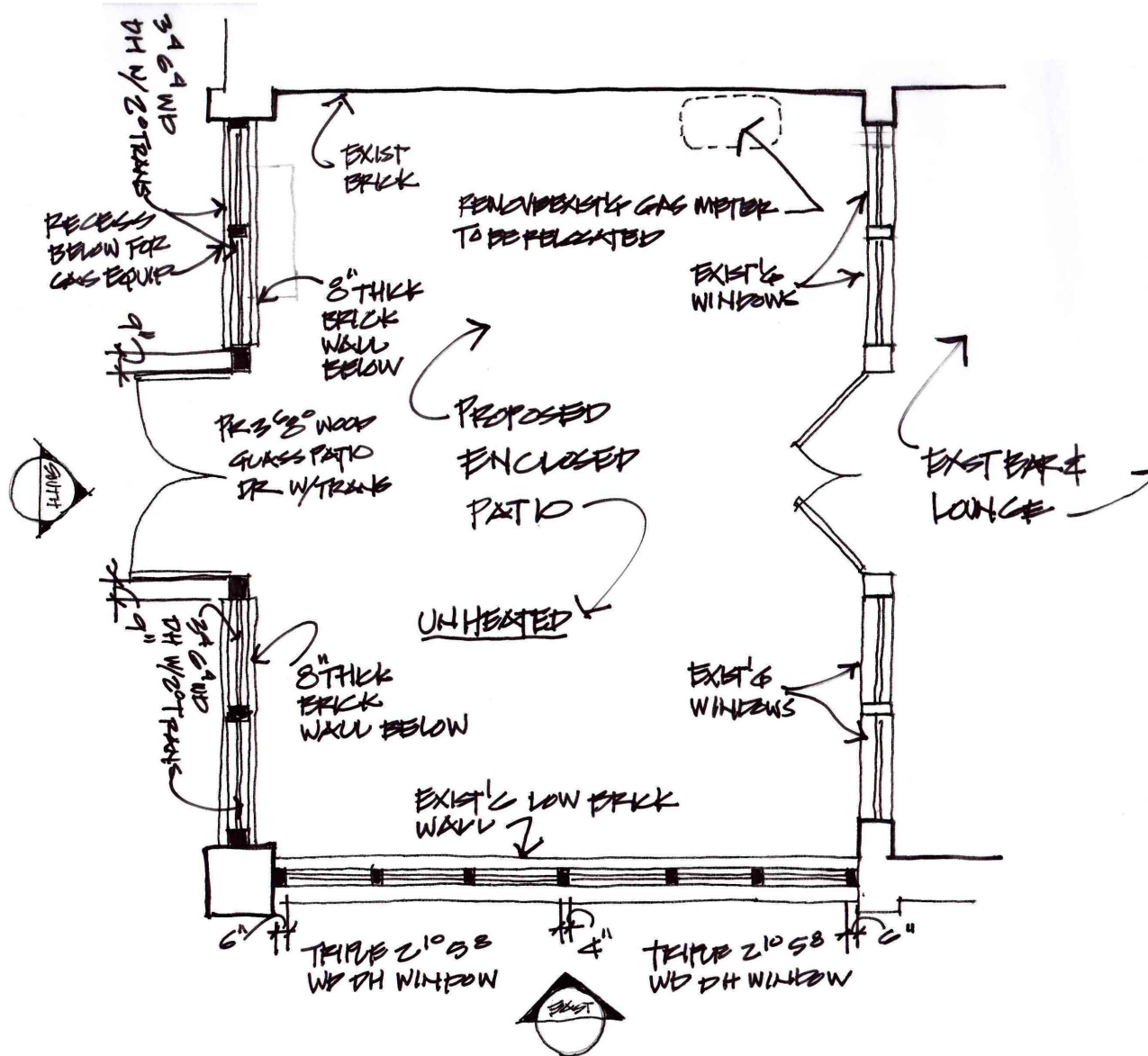
SCALE: 1/8" = 1'-0"

4/22/2015

4

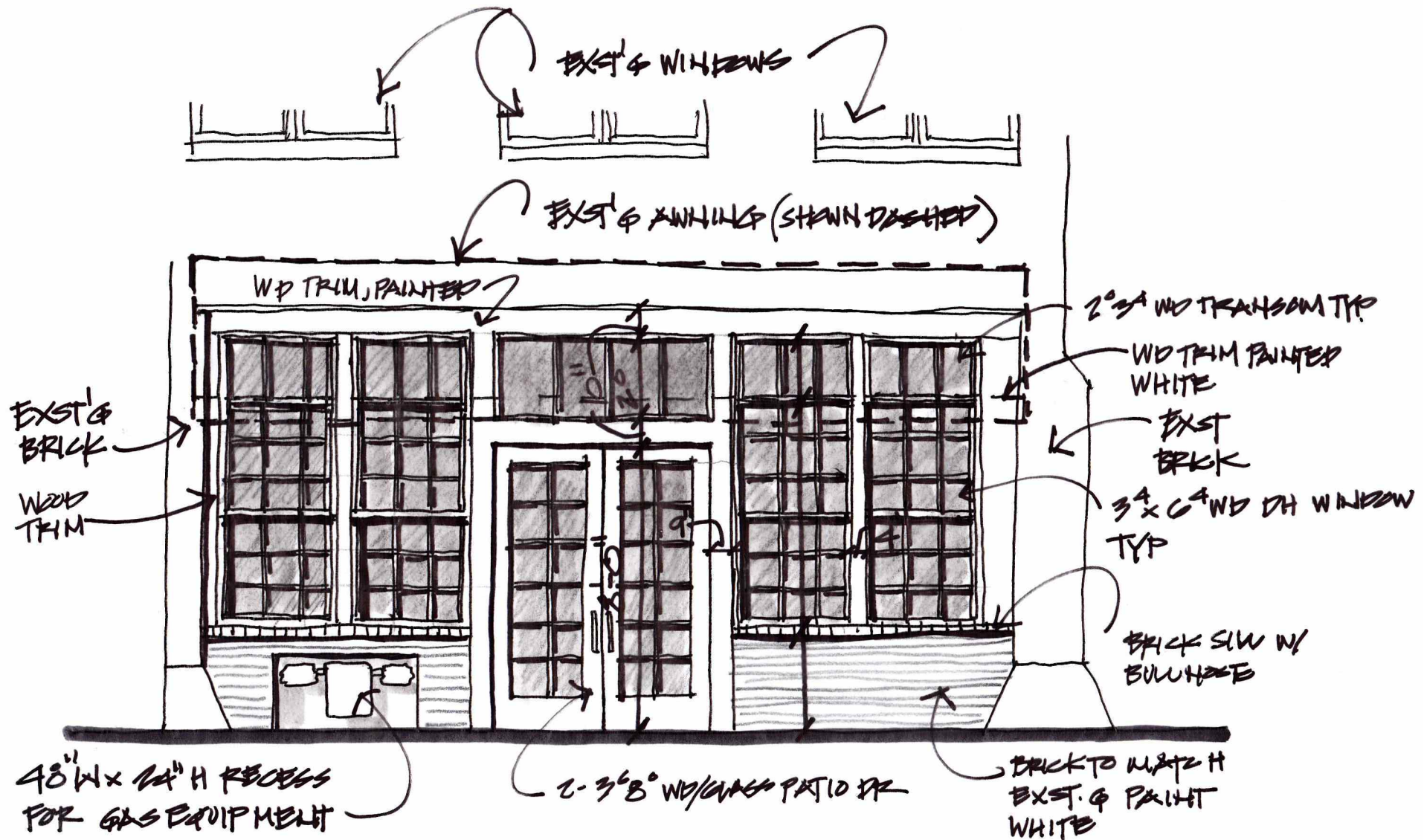
PARTIAL PLAN--NEW WORK- PATIO ENCLOSURE

SCALE 3/16" = 1'-0"



4/22/2015





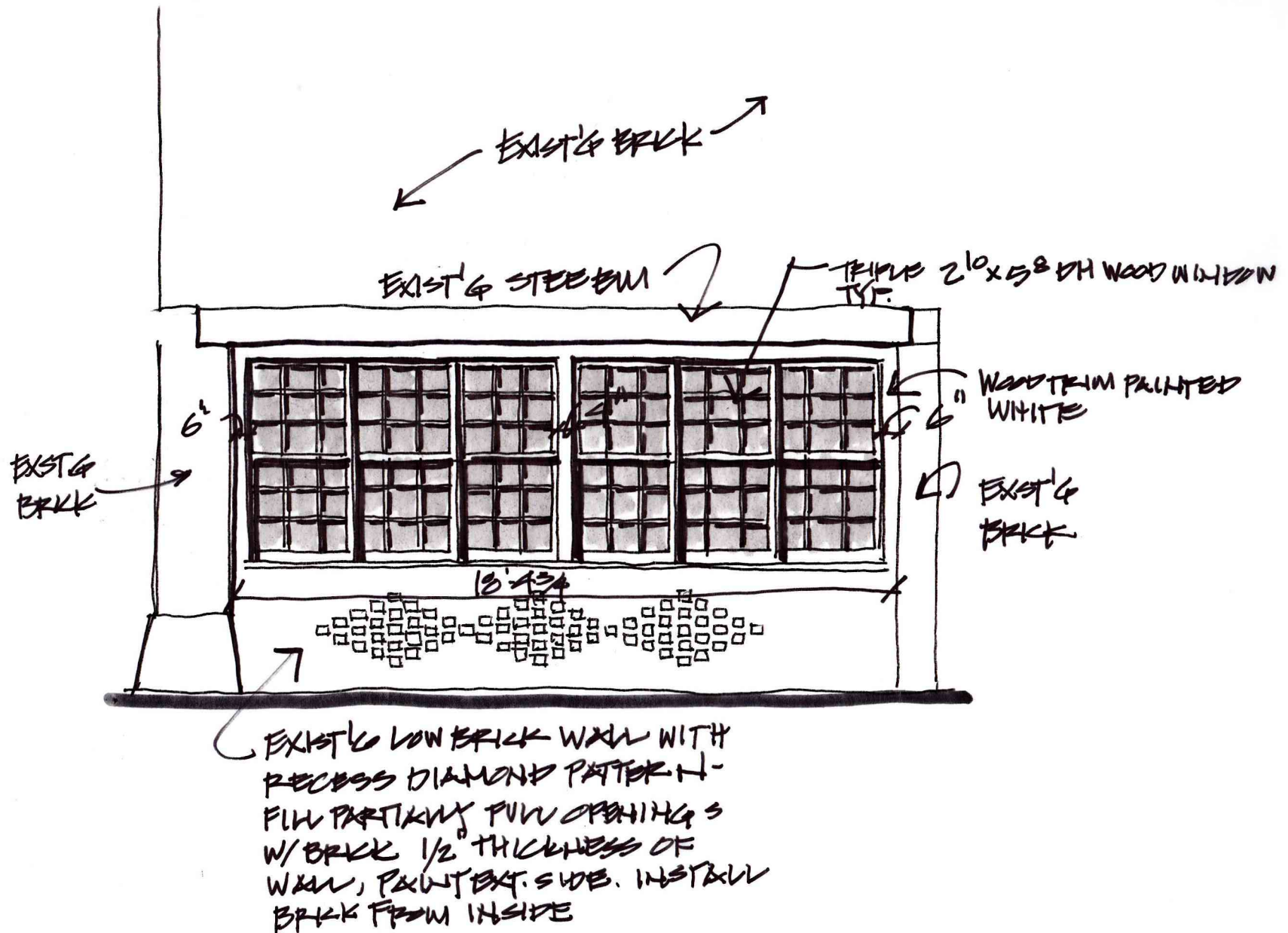
5

PARTIAL SOUTH ELEVATION-NEW ENCLOSURE

SCALE: 1/4" = 1'-0"

4/22/2015





6

PARTIAL EAST ELEVATION-NEW ENCLOSURE

SCALE: 1/4" = 1'-0"



4/22/2015

7

PHOTOGRAPHS OF EXISTING COVERED PATIO